

ROXBURY COMMUNITY COLLEGE



CATALOG 2012 - 2014

www.rcc.mass.edu

WELCOME FROM THE PRESIDENT



On behalf of our students, faculty, and staff, welcome to Roxbury Community College. Roxbury Community College is a dynamic academic institution engaged in preparing students for the educational and workforce opportunities of the 21st century. We offer a vibrant learning environment in which you can earn an associate degree, a certificate, or merely take classes for personal enrichment. To help you achieve your goals, we have an outstanding curriculum, excellent advisors, exceptional tutoring and writing centers, transfer services, state-of-the-art computer labs, and a caring faculty and staff. Please consider making a visit to Roxbury Community College. I know that you will find a welcoming, lively campus, advancing a renewed commitment to our motto: "Gateway to the Dream."

Sincerely,

A handwritten signature in black ink that reads "Valerie R. Roberson". The signature is written in a cursive, flowing style.

Dr. Valerie R. Roberson
President



Roxbury Community College has been a member of Achieving the Dream: Community Colleges Count since 2007. RCC is now an Achieving the Dream Leader College.

Goals of Achieving the Dream

Achieving the Dream is a multiyear national initiative to help more community college students succeed. The initiative is particularly concerned about student groups that have traditionally faced the most significant barriers to success, including low income students and students of color.

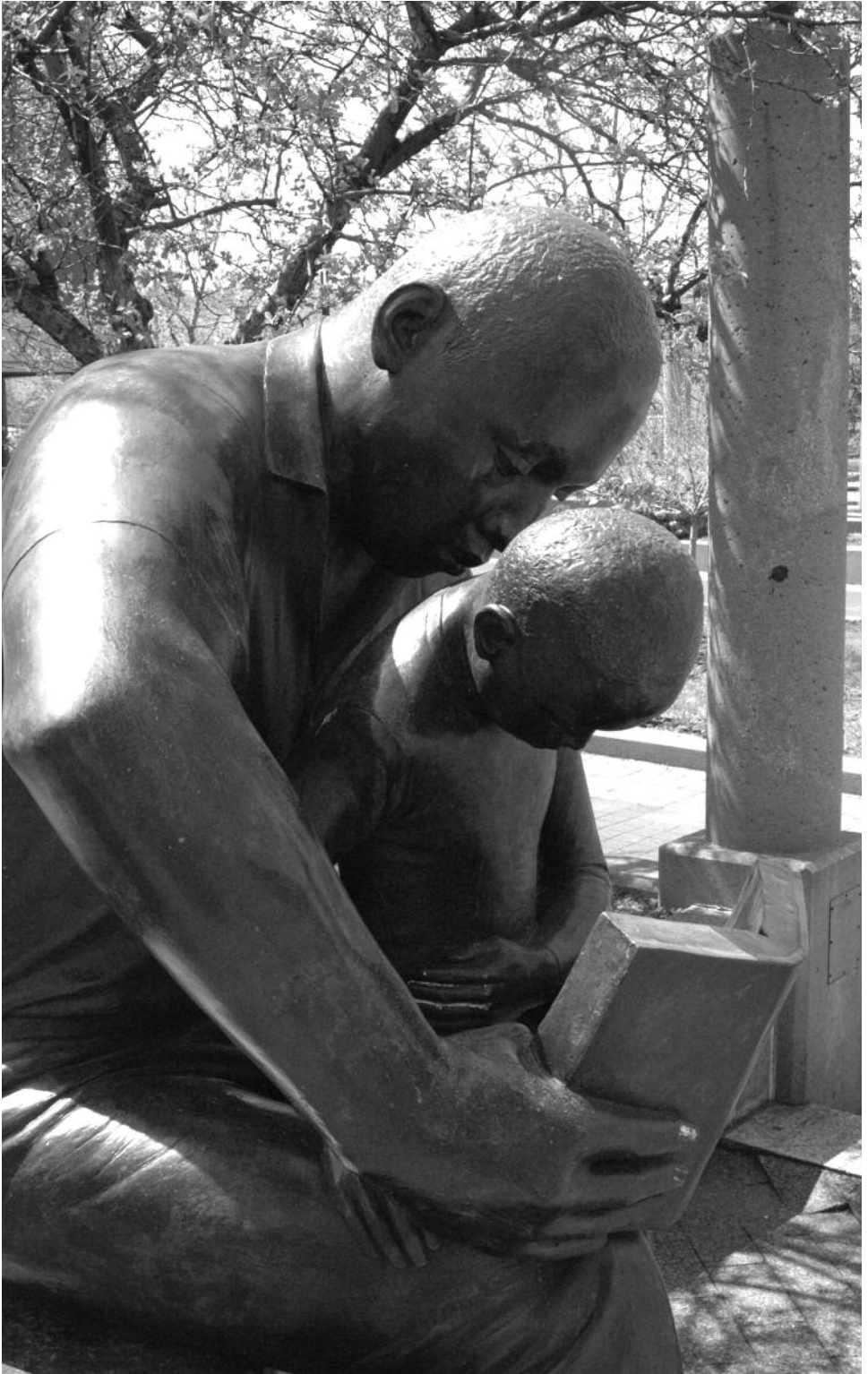
Participating institutions maintain high enrollment levels for these students while working to increase the percentage who complete coursework, advance through programs, and earn certificates and degrees.

Each institution identifies student populations that currently experience low rates of success, develops interventions to improve student outcomes, and measures changes in student success.

To gauge the impact of the initiative as a whole, all institutions document over time the percentage of low income students and students of color who accomplish the following:

- successfully complete developmental courses and progress to credit bearing courses;
- enroll in and successfully complete gatekeeper courses;
- complete the courses they take with a grade of C or higher;
- re-enroll from one semester to the next; and
- earn certificates and degrees.

Ultimately, the initiative seeks to help more students achieve their individual goals, which may include obtaining a better job, earning a community college certificate or degree and/or attaining a bachelor's degree.



BOARD OF TRUSTEES



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ACADEMIC CALENDAR



2012

Fall

August 30 & 31	Professional days for advising
September 3	Labor Day Holiday – College closed
September 4	Faculty Institute/All College Meeting
September 5	First day of classes/day and evening
September 12	Add deadline
September 15	Drop deadline
October 1	Autumn Access begins (<i>Autumn Access ends December 14</i>)
October 8	Columbus Day Holiday
October 9	Autumn Access Add/Drop deadline
October 15-20	Mid-term exams
October 25	Mid-term grades due
November 5	Application deadline for December 2012 Degree completion
November 11	Veterans Day Holiday
November 12	Veterans Day Holiday observed
November 13	Withdrawal deadline
November 21	No evening classes/Thanksgiving break begins at 5:00 p.m.
November 22-25	Thanksgiving Break
November 26-30	Pre-registration for spring semester
December 13	Last day of classes for evening classes
December 14	Last day of classes for day classes/Autumn Access ends
December 15	DCE exams for Saturday classes
December 17	Reading day for day classes
December 17	DCE exams for Monday classes
December 18-21	Final exams
December 25	Christmas Day – College closed

Spring

January 1	New Year's Day – College closed
January 10-11	Professional days for advising
January 14	Faculty Institute/All College Meeting
January 15	First day of classes/day and evening
January 21	Martin Luther King Jr. Holiday – College closed
January 23	Add deadline
January 26	Drop deadline
February 11	Spring Access begins (<i>Spring Access ends May 2</i>)
February 18	Washington's Birthday Holiday – College closed
March 4-9	Mid-term exams
March 12	Application deadline for May 2013 Graduation
March 15	Mid-term grades due
March 18-24	Spring Break
April 1	Withdrawal deadline
April 15	Patriots' Day Holiday – College closed
April 22-26	Pre-registration for summer and fall semester
May 2	Last day of classes/Spring Access ends
May 3	Reading Day
May 4-9	Final exams
May 17	Commencement
May 21-22	Faculty Professional Days

Summer

May 27	Memorial Day Holiday – College closed
May 28	Summer Session I classes begin
June 7	Monday classes held to make-up for Memorial Day
June 28	Last day of Summer Session I
July 1-3	Classes are not in session – College open
July 4	Independence Day Holiday – College closed
July 5	Classes are not in session – College open
July 8	Summer Session II classes begin
August 9	Last day of Summer Session II

Fall

August 29 & 30	Professional days for advising
September 2	Labor Day Holiday
September 3	Faculty Institute/All College Meeting
September 4	First day of classes/day and evening
September 11	Add deadline
September 14	Drop deadline
September 30	Autumn Access begins (Autumn Access ends December 13)
October 7	Autumn Access Add deadline
October 11	Autumn Access Drop deadline
October 14	Columbus Day Holiday
October 15-21	Mid-term exams
October 21-25	Mid-term exams for Autumn Access
October 25	Mid-term grades due
November 1	Mid-term grades due for Autumn Access
November 4	Application Deadline for December 2013 Degree Completion
November 11	Veterans Day Holiday - College closed
November 13	Withdrawal deadline
November 27	No evening classes/Thanksgiving break begins at 5:00 p.m.
November 28-29	Thanksgiving Break
December 2-6	Pre-registration for spring semester
December 13	Last day of classes/Autumn Access ends
December 14	Final exams for Saturday classes
December 16	Reading Day
December 17-20	Final exams
December 23	Final grades due
December 25	Christmas Day – College closed

Spring

January 1	New Year's Day – College closed
January 16-17	Professional days for advising
January 20	Martin Luther King Jr. Holiday – College closed
January 21	Faculty Institute/All College Meeting
January 22	First day of classes/day and evening
January 29	Add deadline
February 1	Drop deadline
February 10	Spring Access begins (<i>Spring Access ends May 2</i>)
February 17	Washington's Birthday Holiday – College closed
February 18	Last date to add Spring Access
February 21	Last date to drop Spring Access
March 3	Application deadline for May 2014 Graduation
March 3-8	Mid-term exams
March 10-14	Mid-term exams for Spring Access
March 14	Mid-term grades due
March 17-21	Spring Break
March 25	Mid-term grades due for Spring Access
April 4	Withdrawal deadline
April 21	Patriots' Day Holiday – College closed
April 23-29	Pre-registration for summer and fall semester
May 2	Last day of classes/Spring Access ends
May 3	Final exams for Saturday classes
May 5	Reading Day
May 6-9	Final exams
May 12	Final grades due
May 30	Commencement

Summer

May 26	Memorial Day Holiday – College closed
May 27	Summer Session I classes begin
June 2	Last day to drop
June 6	Monday classes held to make-up for Memorial Day
June 13	Last day to withdraw from five-week courses
June 26	Last day of Summer Session I
June 30	Final grades due for Summer Session I
June 30-July 3	Break for ten-week courses
July 4	Independence Day Holiday – College closed
July 7	Summer Session II classes begin
July 11	Last day to drop
August 7	Last day of Summer Session II
August 11	Final grades due for Summer Session II



ADMINISTRATION
BUILDING
2

MASSACHUSETTS COMMUNITY COLLEGES

MISSION STATEMENT

Within the system of Massachusetts public higher education, the community colleges provide open pathways to baccalaureate education and career advancement. The fifteen community colleges offer developmental, certificate and associate degree programs, as well as opportunities for workforce development and lifelong learning.

Community colleges serve as leaders and resources for their communities by actively contributing to their region's intellectual, cultural, environmental and economic development. Differentiation in mission among the colleges is defined primarily by the needs of the communities they serve. The community colleges offer a campus climate that respects the ideas, values and contributions of a culturally diverse community. They are committed to excellence in instruction and offer responsive and innovative programs that develop students' oral, written, critical thinking, technological and quantitative skills, as well as an appreciation of the arts, sciences and humanities.

Academic and personal support services are provided to ensure that all students have an opportunity to achieve academic and career success. No eligible student shall be deprived admission to a community college education in Massachusetts because of an inability to pay tuition and fees.

ROXBURY COMMUNITY COLLEGE

MISSION STATEMENT

The primary mission of Roxbury Community College is to facilitate the success of our students in achieving their educational goals. RCC is a comprehensive, multicultural, urban, student-centered, and open-access community college, providing learning opportunities for all who may benefit. The College serves the educational needs of Roxbury, surrounding communities and other diverse populations in the Commonwealth. We believe that all students, given the appropriate resources, have the ability to reach their full potential. The College is therefore committed to helping our students enhance the quality of their lives and our communities.

Roxbury Community College offers quality post-secondary education in developmental academic skills, the liberal arts and sciences, career and transfer programs, workforce development, and private and public sector training. RCC grants associate degrees and certificates, affording its students a solid foundation for college transfer, employment, professional advancement, and lifelong learning.

COLLEGE PROFILE

Roxbury Community College is a coeducational public institution of higher education offering associate degree and certificate programs. The College's mission is to serve Boston and its adjacent communities, focusing on the inner city neighborhoods of Roxbury, Jamaica Plain, Mattapan, Hyde Park, Dorchester, Roslindale, the South End, Mission Hill, and Chinatown. Most of Boston's African Americans, Hispanics, and Asians live in these neighborhoods as well as newcomers from the Caribbean, Central and South America, Africa, the Middle East, and Asia. RCC addresses the multicultural nature of its population by offering internationally recognized courses that highlight the cultures represented at the College within the associate degree programs.

The College encourages academic excellence and offers honors courses for academically advanced students. Through the cross-registration program, students also have the opportunity to

take advanced courses, at no extra charge, at several area colleges and universities. As part of its mission, Roxbury Community College prepares students for transfer to four-year institutions and endeavors to ensure that its graduates are guaranteed admission to all Massachusetts public four-year institutions. Although most of the students are in their mid-twenties, the student population at RCC range in age from 18 to 80. Many students work either full-time or part-time while attending the College.

More than half of RCC students receive financial assistance through state and/or federal financial aid programs, scholarships, and grants.

INSTITUTIONAL PROFICIENCIES FOR THE NEW RCC GRADUATE

When students graduate from RCC, they will be able to demonstrate:

- a broad base of knowledge in the mathematical methods and technology, history, culture, humanities, natural and social sciences;
- logical and analytical thinking skills which will enable students to pursue life-long learning;
- effective communication in academic and professional settings;
- mastery of basic computer skills for professional and personal use;
- an awareness of issues that arise within a multicultural context;
- time management skills that address multi-phase projects;
- strategies for balancing career, educational, and personal goals; and
- standards of integrity and personal responsibility in professional and social environments.



ENROLLMENT PROCESS

ADMISSIONS

Roxbury Community College's doors are open to anyone with a high school diploma, or its equivalent, who wishes to pursue a college education, career advancement, or course work as a personal investment. To provide the academic background needed for individuals without a high school diploma, or its equivalent, the College provides General Equivalency Diploma (GED) test preparation and other college preparatory courses. The Division of Continuing Education (DCE) offers many non-credit courses that are open to students who are not high school graduates.

Through its programs and services, the College seeks to assist students whose maturity and motivation suggest that they can successfully complete a chosen program of study.

Students intending to enroll in either a one-year certificate program or a two-year associate degree program must follow the guidelines specified in the following pages for admission to the College.

Prospective students are encouraged to visit or call the Enrollment Center (617-541-5310 or 617 541-5320) to schedule attendance at an admissions information session or to make an individual appointment admissions process or to arrange a visit to the campus. Applicants who wish to take one or more courses for credit, but who do not intend to immediately enroll in a certificate or a degree program should follow the application procedures for non-degree students.

Materials submitted by an applicant during the admissions process will not be returned. Certified or notarized copies of required documents may be submitted either by mail or in person to the applicant's file. The Enrollment Center reserves the right to inspect the original documents before registration.

When applying for admission to the College, please submit the materials described below.

Application Form/Fee

In order to attend Roxbury Community College, prospective students must submit a completed application form along with the appropriate fee (\$10 for MA residents, \$35 for out-of-state and international students). The application for admission is available at the Enrollment Center or online at www.rcc.mass.edu. If applying by mail, please enclose a check or money order payable to Roxbury Community College. Cash payments are not accepted via mail.

Immunizations

Upon admission to the College and within thirty days of registering for courses, Massachusetts General Law requires students who are enrolled in courses totally 12 or more credits (full-time) to provide proof of immunization against specific diseases. The required immunizations are: Tetanus/Diphtheria (booster within the past ten years), two (2) MMR's (measles, mumps, rubella), and three (3) Hepatitis B immunizations. All international students and students applying to the associates degree in Nursing program, associate's degree in Radiologic Technology program, and the certificate in Practical Nursing program must always provide proof of immunization upon application to the College. The Enrollment Center can provide students with the Immunization Form for completion by the health care provider and the Medical History Record Form for completion by the student.

Proof of High School Graduation

All applicants for admission to the College are required to submit proof of high school graduation (transcript or diploma). Roxbury Community College reserves the option to determine the legitimacy of the credential and the institution from which it is issued. Applicants with a high school equivalency certificate (GED or USAFI) should have a copy of an official or notarized certificate and their test scores forwarded to the Enrollment Center. All transcripts and diplomas from schools from countries

other than the US must be evaluated for US equivalency through recognized third party credential evaluation agency.

Degree and Certificate Student Applications

To be eligible for admission into an associate or certificate program, applicants must have a diploma from an approved high school or have received a state-issued GED. Applicants who have graduated from high school, but are unable to secure their high school records, or have been home schooled, should contact the Enrollment Center to discuss other options that satisfy application criteria such as our ability to benefit test and self-certification program. Students may have to take the placement test if they have not taken college-level English, Math, and Science prior to registration.

Non-Degree Student Application

If a prospective student wishes to take only a few classes at Roxbury Community College, he or she may do so as a non-degree student. Non-degree applicants must take a placement test and meet all course prerequisite requirements in the same manner as degree- and certificate-seeking students. Up to 12 credits may be taken as a non-degree student. Credits earned by non-degree students may be applied towards an associates or certificate program. Non-degree students are not eligible for federal and state financial aid.

Applicants with Disabilities

Roxbury Community College is committed to creating an educational environment that promotes opportunities for academic excellence and personal exploration for all students, including students with documented disabilities. To review the enrollment process, please contact the Counselor for students with disabilities (see College Directory). Linda O'Connor provides counseling services to students with disabilities. She can be reached at 617-708-3562 or in Building 3, Room 207.

International Students

Applicants seeking an I-20 towards an F-1 student visa are considered international students.

International candidates must contact the Enrollment Center for an International Student admissions package. International students must submit the following materials to be considered for admission:

- Roxbury Community College Admission Application
- Application fee: thirty five (\$35.00) U.S. dollars
- Supplemental International Student application
- Proof of high school completion translated into U.S. equivalencies
- An affidavit of support from a sponsor (Form I-134) with supporting documentation showing at least \$17,793 in assets
- A notarized letter from the sponsor's bank verifying the sponsor's assets
- A letter from the sponsor stating that he or she will supply living arrangements and meals during the student's attendance at Roxbury Community College. The I-20s are issued only after all of the requirements have been submitted to the Enrollment Center and accepted by SEVIS (Student and Exchange Visitors Information System)

Readmission to RCC

Students who have previously attended Roxbury Community College and have not enrolled in classes for two consecutive semesters must apply again to be readmitted. Readmit students may be asked to resubmit educational records and immunizations.

Application Forms are available at the Enrollment Center or online at www.rcc.mass.edu. Students must meet with an advisor at the Advising Center before registering for classes.

Credit for courses taken ten or more years ago will be counted toward the degree or certificate program to which the readmit student is applying at the discretion of the Vice President of Academic Affairs or designee. Students who have graduated from the College must also complete a new admission application. Students on academic warning or suspension are not permitted to register for classes and must report to the Advising Center for counseling.

Transfer Students

Students who have attended another college may apply transfer credits toward a degree program at Roxbury Community College. The following criteria must be met:

1. The course must be required in the student's course of study or fulfill a general education requirement.
2. A grade of "C" or better was earned at a regionally accredited college or university.
3. Passing "P" grades will be accepted for transfer credit only as general elective credits when a student can demonstrate that the "P" grade is equivalent to a "C" or higher.
4. Credits earned ten years prior to enrollment at Roxbury Community College are not accepted for transfer credit unless approved by the Vice President of Academic Affairs.
5. A maximum of 30 credits can be accepted for transfer toward an associate degree at Roxbury Community College. A maximum of 12 credits can be accepted for transfer toward a certificate degree.
6. All transcripts and diplomas from schools from countries other than the US must be evaluated for US equivalency through recognized third party credential evaluation agency.

High School Students

RCC encourages high school students to explore the College's academic resources through programs that cater to their needs and interests. Participating high school students have the opportunity to consider RCC as their ladder towards achieving future intellectual and professional goals. The following programs launch high school students into higher educational learning:

Dual Enrollment

The Dual Enrollment Program relies on state appropriations each semester. When the Program is funded, Roxbury Community College accepts applications for the Dual Enrollment Program for the fall, spring and summer semesters. This is a great opportunity for students to earn college credits, while simultaneously earning credits towards their high school diploma. This program also offers students the opportunity to develop their academic experience and career opportunities without paying tuition and fees.

- Students will be selected on a first-come-first-serve basis, with special consideration given to students who are the first generation to attend college or are interested in the fields of Science, Technology, Engineering, and Mathematics (STEM).
- Students must have a GPA no lower than 2.0 to be accepted into the program.
- The program pays for tuition and fees (book and transportation fees are subject to the availability of funds). Note: Dual Enrollment students do not pay an application fee.

Secondary Post Secondary CVTE Linkage *(formerly known as Tech Prep)*

Center for Student Success – Tech Prep
Building 3, Room 219

Secondary Post Secondary CVTE Linkage is a federally funded initiative that assists work-bound

youth in achieving their career objectives by pursuing an associates' degree or technical certification. Secondary Post Secondary CVTE Linkage is available to approved Chapter 74 Vocational Technical Education programs and non-Chapter 74 Career & Technical Education programs.

Secondary Post Secondary CVTE Linkage is a four-year program that aligns the last two years of high school with two years of post secondary education. Students must participate in a two-year sequence of related courses in high school. Agreements (called articulations) between a high school and community college or, a high school and a technical school, permit the granting college credits for specific courses completed in high school.

The high school student must achieve a "B" or better in the articulated course(s) and must meet the general eligibility criteria of the post-secondary school. The student can enter the College or technical school with as many as six credits already applied to his/her degree or certification. At the time of college registration, the student must present evidence that s/he completed the Secondary Post Secondary CVTE Linkage (transcript or Secondary Post Secondary Linkage Certificate).

Senior Citizens

Residents of the Commonwealth of Massachusetts who are 60 years of age or older are eligible to enroll in credit courses in the Day Division on a space-available basis, tuition-free. However, any applicable fees must be paid prior to the first class. Seniors may also register for non-credit courses free of charge on a space available basis. In the Division of Continuing Education, seniors are required to pay both tuition and fees for all credit courses.

TESTING

All students new to Roxbury Community College are required to assess for placement in three subject areas: English, Math, and Science. The assessment results are used to place students into appropriate courses in accord with their skill levels to better insure their success in the classroom. As an open enrollment institution, assessment results do not factor into admissions decisions. Portions or all of the assessment may be waived for students transferring to Roxbury Community College from other colleges or universities upon evaluation of official transcripts from previously attended institutions.

Non-native English speakers with limited proficiency in English must take the Roxbury Community College English as a Second Language (ESL) placement test. Students who wish to take Spanish or French must also take a placement test.

All tests take approximately two (2) hours to complete. Once students have completed the tests, they will receive a Placement Report indicating the courses they should register for which will be reviewed by an advisor

ADVISING

All students enrolled in degree programs are assigned academic advisors who are faculty or staff members. Although students are encouraged to meet with advisors on a regular basis to discuss course selections and career options, they are required to meet every semester with their advisors prior to registration. Advisors must post their availability on their office doors. Students who do not have advisors should contact the Center for Student Success. The Center monitors academic progress, alerts students who are experiencing academic difficulty, and refers them to on-campus academic support resources (i.e. The Learning Center, Writing Center, Math Clinic, Language Lab,

Counselor for Students with Disabilities, School Nurse) and to outside community-based organizations as needed. Advising is available in English and Spanish.

REGISTRATION

Registration takes place prior to the start of each semester on the dates specified in the academic calendar. All students must participate in the registration process in order to enroll in classes. Before each registration period, new and currently enrolled students must see their Academic Advisor for assistance in planning their course schedules. It is the student's responsibility to meet all deadlines in the registration process which are listed in the academic calendar. Registration for classes represents a binding legal contract between the student and the College. Students are expected to pay for and attend classes for which they have registered. Students are able to access their transcripts and course schedules online at www.rcc.mass.edu as well as class cancellations, room changes, and reports of inclement weather. For information about adding/dropping or withdrawing courses after registration, see the Academic Policies and Procedures section of this catalog.

ORIENTATION

All new students are expected to attend an orientation session at the College after registration.

Attending orientation gives students an opportunity to meet key personnel, including staff members from Student Services and the Academic Affairs Division, who explain many of the College's available resources. The "road map" towards academic and personal success provided at orientation allows for a smoother transition into college, especially for recent high school graduates and for those who have been out of school for a long period of time.

TUITION AND FEES

TUITION AND FEES*

Resident Tuition/Fees per credit (\$26/\$127).....	\$153
Non-Credit Courses	varies
International & Non-Resident Tuition/Fees (per credit).....	\$354
Student Health Insurance**	\$1049
Application Fee (In-state residents) Non-refundable	\$10
Application Fee (Out-of-state residents) Non-refundable	\$35
Application Fee (International students) Non-refundable	\$35
Operations Fee (per semester).....	\$25
Registration Fee (per semester) Non-refundable	\$25
Late Registration Fee (per semester).....	\$25
Student Activities Fee (per semester).....	\$35
Technology Fee (per credit).....	\$5
Laboratory Fee (per course).....	\$5
official Transcript Fee (per transcript)	\$5
Express official Transcript Fee (per transcript)	\$10
Nursing Fee	\$20

NOTES:

* All tuition and fees are subject to revision by Roxbury Community College's Board of Trustees or the Massachusetts Board of Higher Education.

** Students enrolled in nine (9) credits or more per semester are required to enroll in the Massachusetts Community College Health Insurance Plan unless they can provide proof that they are covered by another comparable health insurance policy. Students who are taking fewer than nine credits at Roxbury Community College are not required to enroll in the health insurance plan. Students taking fewer than nine credits and enrolled in a degree program may enroll in the health plan at their own expense. Free care is not considered a comparable insurance plan. Insurance waivers are due in accordance with the deadlines set by the Business office or your bill.

Tuition and fees for all credit courses are the same whether offered by the Day Division or by the Division of Continuing Education (DCE) during the evenings and on weekends. Costs for non-credit courses vary. For information about tuition and fees for credit courses, contact the Business office.

For information about non-credit courses, contact the Division of Continuing Education. All tuition and fees may be subject to change at any time without prior notice by the Commonwealth of Massachusetts and/or the Roxbury Community College Board of Trustees

Health Insurance

Massachusetts General Law (Chapter 23) requires that any student registered for 9 or more credits must be enrolled in a health insurance plan. The Commonwealth of Massachusetts requires you to submit your health insurance information to the College via online electronic submission. The Business Office will review your online insurance submission to determine if you qualify for the insurance waiver. Please log onto: **www.commonwealthstudent.com**

If you enroll for the fall semester, you have until October 31st to complete this process. Students who enroll for the spring semester have until February 28th. Otherwise the health insurance charge will remain on your bill. Students who do not have a qualified health insurance plan are required to enroll in the College Student Health Insurance Program. This Program covers health services outside of the College.

MassHealth qualifies as comparable coverage; however, free care that is provided by hospitals and community health centers does not qualify as adequate coverage.

Dental Plan

The Student Dental Plan is offered by the Boston University School of Dental Medicine. This Plan is purchased separately by the student and is not deducted from financial aid. Students can enroll online at <http://dentalschool.bu.edu/sdp>. Enrollment dates and fees are provided at this website.

Payment

At the time of registration, students receive a billing statement and a class schedule that indicates the amount charged and dates that payments are due. Students must pay all bills by the due date appearing on the bill. Students who register on or after the due date must pay at the time of registration. The College accepts payment by personal check, money order, traveler's checks, VISA, MasterCard or Discover. A payment plan is also available. For specific information about the payment plan, contact the Business office at 617-541-5321.

Tuition Waivers

Several kinds of tuition waivers are available to Roxbury Community College students. These waivers include, but are not limited to, National Guard members, veterans, senior citizens, Native Americans, state employees, and wards of the state. In order to receive a tuition waiver, students

must present the waivers at the time of registration or before the first day of class. If the waiver is presented after the first day of class, the College will make no adjustment. The Commonwealth of Massachusetts does not fund all courses; therefore, the use of certain waivers for those unsubsidized courses will be restricted.

Students with approved tuition waivers, tuition remissions, or tuition vouchers may register on a space-available basis, and fees must be paid. Tuition waivers, tuition remission or tuition vouchers do not apply to special programs, seminars or private instruction administered by the Division of Continuing Education. Also, certain tuition waivers, which apply to the state-supported Day Division, do not apply to the Division of Continuing Education programs, including summer sessions. For example, the National Guard waiver cannot be applied to Division of Continuing Education programs.

Veterans

We are happy to serve our Veterans. Please visit www.gibill.va.gov or contact your nearest VA representative (V.A. Buffalo: 888-442-4551) in order to obtain your Certificate of Benefits. Please bring a printed copy of your paper work that confirms your status as a current or former member of the United States Armed Forces (example: DD 214), waivers, orders, and proof of health insurance to the Registrar's office, Administration Building, Room 102.

Please visit http://www.gibill.va.gov/GI_Bill_Info/CH33/Post-911.htm for information concerning the Post 9/11 GI Bill. Please contact the Registrar's office for further information and a Veteran's package. If you are a CURRENT MEMBER OF THE MASSACHUSETTS NATIONAL GUARD, please visit the following website <http://mro.chs.state.ma.us/tuition/login.aspx> for instructions on how to receive your tuition and fee waiver. Finally, all veterans must complete the admissions process and provide proof of high school diploma or GED.

Financial Obligations

Students are expected to meet their financial obligations to the College. In order to receive official transcripts and other documents of the College, as well as participate in commencement ceremonies and future registration activities, students must have met all academic and financial obligations.

Withdrawal

Students who officially withdraw from a course or from the College early in the semester are eligible for a partial tuition refund based on the College's withdrawal policy and refund schedule (see refund policy below). Failure to attend class does not constitute official withdrawal from a course or from the College.

To officially withdraw from a course, a student must complete a Withdrawal Form (available at the Enrollment Center), which requires the approval and signature of the instructor teaching the class from which the student wishes to withdraw. This form must then be submitted to the Enrollment Center. An instructor's signature is not necessary for withdrawal from a course offered by the Division of Continuing Education or if a student is withdrawing from all courses.

Refund Policy

Students dropping or withdrawing from classes must complete the appropriate form available in the One-Stop Enrollment Services Center, 2-102. Failure to officially withdraw results in a grade of "F" or "NA" in the course and an obligation to pay in full. The schedule of refunds for tuition and general College fees applies only when proper withdrawal or class drop procedures have been adhered to, as established by the Enrollment Center. Application fees are non-refundable. Lack of attendance

or course abandonment does not constitute a drop or withdrawal. The Refund Policy applies to tuition and fees for all students who register for one or more courses at RCC. This policy goes into effect each semester on the first day of classes. Students may add or drop classes during the ADD/DROP period without charge.

REFUND POLICY RULES:

TIME PERIOD	REFUND	TRANSCRIPT
Withdrawal during ADD/DROP period	100% tuition and fees, less \$25 registration fee	All courses will be deleted from the student's transcript
Withdrawal during the <u>five school days</u> after the ADD/DROP period ends	75% of tuition and fees, less \$25 registration fee	Withdrawal (W) will appear on student's transcript
Withdrawal during the <u>sixth through tenth school day</u> after the ADD/DROP period ends	50% of tuition and fees less \$25 registration fee	Withdrawal (W) will appear on student's transcript
Withdrawal <u>eleven school days or beyond</u> after the ADD/DROP period ends	No refund	Withdrawal (W) will appear on student's transcript

If you have any questions regarding this refund policy, please contact the Business office at 617-541-5321.





FINANCIAL AID

FINANCIAL AID

The Financial Aid office at Roxbury Community College assists students and their families in meeting the costs of a college education. Roxbury Community College participates in a wide range of federal, state, and private financial aid programs. Students should be aware that all institutions, including Roxbury Community College, are subject to adjustments in funding allocations from both the Commonwealth of Massachusetts and the United States Department of Education.

General Eligibility Requirements

In order to be eligible for financial aid, an applicant must be a United States citizen or an eligible non-citizen enrolled or accepted for enrollment in an eligible program. Additionally, applicants may receive financial aid if they

- maintain satisfactory academic progress,
- comply with Federal Selective Service Law,
- are not in default on any educational loans,
- do not owe a refund on any federal grants or loans to any institution, or
- did not obtain a previous bachelor's degree at any U.S. or foreign institution.

Financial aid awards are subject to change if any of the factors used to calculate eligibility from the Free Application for Federal Student Aid (FAFSA) change after the date of original application.

Examples of factors that impact eligibility include increases in income, changes in family size, and/or adjustment in the number of family members enrolled in college. Students are strongly advised to consult with the Financial Aid office if they are contemplating a change in enrollment status.

How to Apply for Financial Aid

Financial Aid applications must be completed annually. All students are encouraged to apply. Many times changes in circumstances, such as decreases in income or enrollment of additional family members in college can lead to eligibility for a previously ineligible student. In order to apply for financial aid, students should complete the Free Application for Federal Student Aid (FAFSA) in accordance with the priority deadlines that follow.

FAFSA's are available at the Financial Aid office. Applicants may also contact the Financial Aid office by calling 617-541-5322 to request that a FAFSA be mailed to them. When completing the application, please note that the RCC Title IV code is 011930. Students should retain a copy of their FAFSA form and keep all documents that were used to complete the FAFSA in an accessible place. Applicants will be notified in writing if additional documentation such as tax returns is needed.

Eligibility Requirements

In order to be eligible for financial aid, an applicant must be a United States citizen or an eligible non-citizen enrolled or accepted for enrollment in an eligible program. Additionally, the applicant must maintain satisfactory academic progress, comply with Federal Selective Service Law, not be in default on any educational loans, or owe a refund on any federal grants or loans to any institution. Students who have obtained a previous bachelor's degree at any U.S. or foreign institution are not eligible for financial aid.

Financial aid awards are subject to change if any of the factors used to calculate eligibility from the Free Application for Federal Student Aid (FAFSA) change after the date of original application. Other examples of factors that impact eligibility include increases in income and changes in family size and/or in the number of family members enrolled in college. Students are strongly advised to

consult with the Financial Aid office if they are contemplating a change in enrollment status.

Priority Deadlines

TERMS

Fall/Spring students

Spring only students

DEADLINES

May 1

November 1

In order to be considered for summer financial aid, applicants must be enrolled as half-time students. Applicants should also be aware that summer financial aid funds are available on a limited basis. Summer financial aid applications are available at the Financial Aid office after February 1.

Financial Aid Suspension and Appeal

A student who fails to maintain satisfactory academic progress for financial assistance will be placed on Financial Aid Suspension and will not be eligible for financial aid unless he/she has a valid explanation for unsatisfactory progress (see Satisfactory Academic Progress, page 26). The student is then responsible for submitting a Letter of Appeal to the Advising Center which should explain the circumstances leading to his/her financial aid suspension. Please note that all appeals must be supported by appropriate documentation. Appeal decisions will be communicated to students and the Financial Aid office in a timely manner after they are received by the Advising Center.

Federal Financial Aid Refund Policy

Title IV aid, which includes programs such as Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant (SEOG) and all other aid, is earned during the time a student is attending Roxbury Community College. The percentage of aid earned is determined by dividing the number of days a student was enrolled by the number of days in the semester, up to the 60% point.

Return of Title IV funds is no longer necessary after the 60% point. If the student withdraws from all courses after the 60% point in the semester, Title IV aid is viewed as 100% earned. However, if a student withdraws prior to the 60% point, the student may owe part of his or her financial aid if the Financial Aid office determines the student has received an amount larger than the earned amount. The calculation of the return of Title IV Funds is determined by the date that the student withdraws based on one of the following scenarios:

- The date the student began Roxbury Community College's withdrawal process;
- The date the student officially notified the institution of intent to withdraw;
- The midpoint of the enrollment period for a student who leaves without notifying the institution (an unofficial withdrawal);
- The student's last date of attendance at a documented academically-related activity.

The refund policy for state financial aid is the same as the federal policy; however, 100% of state aid is earned at the 50% point. A copy of the worksheet used for this calculation can be requested from the Roxbury Community College Financial Aid office. Roxbury Community College will also return any funds necessary to Title IV programs upon completing the calculation.

The student's responsibility in regards to the return of Title IV funds include repayment to the Title IV or state programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds Calculation.

The procedures and policies listed above supersede those published previously and are subject to change. Please contact the Financial Aid office if you have any questions about the policy.

In accordance with federal regulations, financial aid funds are returned and allocated in the following order:

1. Unsubsidized PELL
2. Subsidized PELL
3. PELL PLUS
4. Federal Pell Grant
5. Federal SEOG Program
6. Other Title IV programs
7. Other state, private, and institutional aid
8. The student

Appeals Process for Financial Reasons

If a change in family circumstances impacts an applicant's ability to help finance his/her education, the applicant may request financial aid reconsideration. All requests for reconsideration can be initiated by obtaining an Appeal Form at the Financial Aid office. Examples of typical appeals include a loss of employment, a reduction of income of a parent and/or spouse, or uninsured medical expenses.

Students have the right to request a one-time, non-satisfactory academic progress waiver if they fail to attain a satisfactory GPA and/or course completion rate. If financial aid recipients experience circumstances that impact their coursework, they have the right to apply for a waiver. Because it is difficult to define all the possible reasons that could lead to non-satisfactory academic progress, students should contact the Financial Aid office for instructions on how to submit a written appeal.

Federal College Work-Study

Roxbury Community College is a participant in the Federal College Work-Study Program. Funds for this program are awarded to eligible students as part of the financial aid application process.

Federal program regulations require that a percentage of these funds be earmarked for community service work. A listing of community service positions is available at the Financial Aid office. All other work-study positions are assigned to various departments in the College by the Financial Aid office at the beginning of each semester.

Payment Plan Option

The College offers a payment plan option for students who may have difficulty paying their full academic fees at the beginning of each semester. The payment plan option allows a student to pay the total amount owed in four equal payments. The first payment is due during the registration period at the time the student elects the payment plan option. The remaining three payments are to be made during each of the subsequent three months.

Students who default on payment plans will not be permitted to use the payment plan option in the following semesters. Payment plans may only be used for direct charges. Payment plans cannot be used to cover the cost of books and supplies. Refunds, if any, will be calculated in accordance with the refund policies of the College.

Enrollment Certification

Enrolled students, who require verification of enrollment for payment of tuition and fees or insurance purposes, must obtain a Request for Certification form available at the Registrar in the Enrollment Center. The processing time for certifications is three-to-five business days. Certifications are stamped with the official school seal and placed in a sealed envelope. Certifications may be forwarded directly to a third party if requested by the student. There is no fee for this service.

Loan Deferment Certification

Students who have student loans from other institutions may submit their loan deferment forms to the Registrar in the Enrollment Center for enrollment verification. Students may be certified only for current or previous semesters in which they were registered. There is no fee for processing loan deferment forms.

Exit Loan Interview

Students who receive financial loans while attending Roxbury Community College are required to attend an exit loan interview session before leaving the College. Graduating students will receive a written notification from the Financial Aid office prior to their anticipated graduation date. This notice will provide information regarding group session times and locations. If a student can not attend a group session, then arrangements can be made to accommodate an individual meeting by contacting the Financial Aid office.

Alternative Financing

The Business office offers a tuition payment plan. The College has several private loan-financing options available to students and families who have needs that cannot be met with federal or state financial aid. Interested students should contact the Financial Aid office to discuss these options.

Second Associate Degrees

Students who have received one associate degree at RCC may be eligible for financial aid in the form of Pell Grants only for credits toward a certificate or a second associate degree at the College.

The student must first apply for readmission and declare to the Enrollment Center that he or she is pursuing a new degree or certificate. Then the student must meet with an academic advisor at the Advising Center to determine which courses will be required in order to obtain the certificate or second degree and must submit this information to the Financial Aid office. The student will be eligible for financial aid only for the courses required to complete the second degree or certificate.

Satisfactory Academic Progress and Financial Aid Policy (2012-2013)

OVERVIEW: Several factors depend upon whether a student is eligible for financial aid, which are explained in greater detail below. However, as a brief introduction to this policy the following criteria must always be considered in regard to whether a student can obtain financial aid. The criteria are: (1) cumulative¹ grade point average, (2) percentage of completed versus attempted credits which must be greater than or equal to 66.67% (2/3), and (3) that a student will be able to complete his or her degree or certificate program within the 150% rule based upon attempted credits. Please note, transfer credits that apply to a student's program of study are calculated as attempted and earned credits as they apply to the 150% rule.

Students should be aware that the standards used by Financial Aid to determine satisfactory academic progress are more challenging than the academic standards that exist in the Division of Academic Affairs. Please note that the Financial Aid Office evaluates all students' satisfactory academic progress at the end of every semester. All RCC students are expected to make satisfactory academic progress toward the completion of their certificate or degree in order to receive financial aid. A minimum cumulative GPA and credit completion rate of **66.67% (2/3)** are required at the end of each semester of attendance.

Satisfactory Academic Progress Appeals

Students not making satisfactory academic progress, have the right to file an Academic Progress

¹ Cumulative Grade Point Average is determined by averaging grades from all ESOL, developmental courses, and college-level classes taken at RCC.

Appeal form accompanied by supporting documentation including an approved academic plan from the Advising Center prior to mid-semester. Appeals may be approved based on documented extenuating circumstances. We strongly advise you to contact the Financial Aid Office if you have any questions regarding this policy.

Self Help Chart to Determine Satisfactory Progress for Financial Aid

Criteria	Cumulative Credits Attempted			
	0 - 14	15 – 29	30 - 44	>= 45
GPA 2.00 - 4.00 and > or = 66.67% completion	G	G	G	G
GPA 1.70 - 1.99 and > or = 66.67% completion	G	G	I	I
GPA 0.00 - 1.69 and > or = 66.67% completion	W	I	I	I
GPA 0.00 - 4.00 and Less than 66.67% completion	W	I	I	I

G - Financial Aid Good Standing status

W - Financial Aid Warning status

I - Financial Aid Ineligible status

Transfer credits (TR) accepted by RCC towards the students program of study will be considered attempted and earned as it applies to the 150% rule.

Good Financial Aid Standing

The College considers a student to be in Good Financial Aid Standing if he or she successfully completes 66.67% (2/3) or more of the total numbers of credits attempted with a cumulative grade point average (GPA), which meets the criteria in the chart above. Courses with a grade of AP, I, F, W or WA are not considered to be completed successfully. However, courses with a grade of AP, I, F, W will be considered attempted credits.

If you receive an incomplete (I) grade and you do not pass the course by the end of the following semester with a grade of C or better, you may be responsible for paying back financial aid due to a change in the recalculation of your satisfactory academic progress, as a result of the Registrar receiving a grade change form from your professor.

Financial Aid Warning

A student placed on Financial Aid Warning Status (see chart above) will be eligible for financial aid for one subsequent semester. The student must meet with a member of the Advising Center staff to develop an academic plan to improve his or her academic standing. This educational improvement plan *may* include, but is not limited to one or more of the following components:

- Reduction in the student's course load (e.g. 10-credit maximum)
- Assessment and/or re-assessment to ensure correct course placement
- Required participation in one or more academic support programs (Tutoring, Writing Center, Math Lab, Supplemental Instruction, or Language Laboratory)

Ineligible for Financial Aid

Students who fail to achieve a minimum satisfactory cumulative GPA and credit completion rate of **66.67% (2/3)** at the end of a Financial Aid Warning semester, will be placed on Financial Aid Ineligible Status and not be eligible to receive federal or state aid. **Please note that students**

placed on ineligible status due to unsatisfactory course completion or unsatisfactory cumulative GPA have the right to submit a Financial Aid Satisfactory Progress Appeal. All appeals must include supporting documentation and an approved Academic Plan from the Academic Advising Center.

Maximum Credits for Financial Aid (150% Rule)

Financial Aid cannot be used to pay for courses that exceed more than 150% of the maximum needed credits to achieve an Associate Degree or an eligible Certificate Program. For example, if your program requires 60 credits, you will only be allowed to receive financial aid for 90 credits. In the case of a 30 credit certificate program, the financial aid maximum credits would be 45. Additionally, once it becomes apparent that a student will not be able to complete his or her Associate Degree or eligible Certificate Program within the 150% rule that student will be denied financial aid even if he or she has not yet reached the 150% threshold. Therefore, it is essential that you develop a concise academic plan and enroll in classes that will enable you to complete your academic program. **Transfer credits that are accepted by RCC toward a student's program of study (major) will be considered attempted and earned as it applies to the 150% rule.**

Add/Drop Period

It is essential that you drop your classes during the Add/Drop period if you do not intend to complete them. **Please note that incomplete and/or withdrawn classes count as credits attempted but not earned and will impact Satisfactory Academic Progress. Students are responsible for payment on Incomplete and Withdrawn Classes. Beginning in Fall 2013 WA grades will also be considered attempted credits.**

Course Selection and Financial Aid Eligibility

Financial Aid cannot be used to pay for courses that are not required by your Associate Degree or Certificate program. If it is discovered that you have registered for courses outside of your degree/program financial aid will be canceled and you will be fully responsible for the charges associated with the non-required course(s). Therefore, it is essential that you consult with an academic advisor prior to registering for classes.

Developmental Courses

A student can enroll for more than 30 developmental credits with a written waiver from their academic advisor. However, *Financial Aid cannot be used to pay for more than 30 developmental credits under any circumstances.* Please note that all developmental courses must provide a pathway to an eligible academic certificate or degree program.

ESOL Courses

A student may receive financial aid funds for English for Speakers of Other Languages (ESOL) courses that are part of a larger eligible program. There are differences though: ESOL courses do not count against the one-year limitation on developmental coursework mentioned above.

Repeat Course Policy

Students may receive Financial Aid for a required course in which they receive a D or higher, one time. However, Financial Aid will not pay for a repeat course if a student obtained the highest grade for that course. Financial Aid will not pay for additional repeats of a course that the student has passed. Conversely, there is no limit to the number of times a student may be paid to retake a failed course (F). However, if the student has previously passed that course, Financial Aid will not pay for an additional repeat.

When a student repeats a course and receives a higher grade, the lower grade is no longer computed into the grade point average. However, both the original and subsequent grade earned will remain on the student's permanent record. For example, if a student receives a D in a course and retakes the course and receives a C-, the C- will replace the D in the student's GPA. However, the D will remain on the student's transcript. If the grade for the repeated course is the same, or lower, than the previous grade, then the credits will not count toward the student's degree. Please note, every time a student repeats a course that course is applied to a student's attempted and earned credits, as it relates to the satisfactory academic progress policy and the 150% rule.

Courses that are officially dropped or withdrawn will not impact the repeat course policy. However, withdrawn courses will count as credits attempted. It is important to note that the College's standards for satisfactory academic progress for federal financial aid require that a student be able to complete a program or degree within 150% of the credits required for that program or degree. Excessive repeat courses and withdrawals will have an impact on this requirement. All courses attempted, including withdrawals, are counted towards the 150% calculation.

*Please note: There may be an exception for students enrolled in Health Sciences Division Programs. Please refer to the program Handbook.

Lifetime Pell Award

In December 2011, President Obama signed into law the Consolidated Appropriations Act, 2012 (Public Law 112-74). This law has significantly impacted the Pell Grant Program. **Beginning in fall 2012, students are now limited to 12 full-time semesters (or 600%) of Pell Grant eligibility during their lifetime.** This change affects all students regardless of when or where they received their first Pell Grant.

For example, if you have attended college on a full-time basis for 4 years or longer, receiving the Pell Grant each year, you are likely to exhaust or have already exhausted your lifetime limit of 12 semesters of Pell Grant eligibility.

If you have attended college on a half-time basis for 8 years or longer, receiving the Pell Grant each year, you are likely to exhaust or have already exhausted your lifetime limit of 12 semester of Pell Grant eligibility. Whether you have used all of your Pell Grant eligibility or only half, please be conscious about the lifetime limit of the Pell Grant when changing majors and/or scheduling classes.

For further information contact the Financial Aid Office at 617-541-5322 or stop by the Office located in the Administration Building, 2nd Floor, Room 201.

Satisfactory Academic Progress and Financial Aid Policy (2013-2014)

OVERVIEW: Several factors depend upon whether a student is eligible for financial aid, which are explained in greater detail below. However, as a brief introduction to this policy the following criteria must always be considered in regard to whether a student can obtain financial aid. The criteria are: (1) cumulative¹ grade point average, (2) percentage of completed versus attempted credits which must be greater than or equal to 66.67% (2/3), and (3) that a student will be able to complete his or her degree or certificate program within the 150% rule based upon attempted credits. Please note, transfer credits that apply to a student's program of study are calculated as attempted and earned credits as they apply to the 150% rule.

Students should be aware that the standards used by Financial Aid to determine satisfactory academic progress are more challenging than the academic standards that exist in the Division of

¹ Cumulative Grade Point Average is determined by averaging grades from all ESOL, developmental courses, and college-level classes taken at RCC.

Academic Affairs. Please note that the Financial Aid Office evaluates all students' satisfactory academic progress at the end of every semester. All RCC students are expected to make satisfactory academic progress toward the completion of their certificate or degree in order to receive financial aid. A minimum cumulative GPA and credit completion rate of **66.67% (2/3)** are required at the end of each semester of attendance.

Satisfactory Academic Progress Appeals

Students not making satisfactory academic progress, have the right to file an Academic Progress Appeal form accompanied by supporting documentation including an approved academic plan from the Advising Center prior to mid-semester. Appeals may be approved based on documented extenuating circumstances. We strongly advise you to contact the Financial Aid Office if you have any questions regarding this policy.

Good Financial Aid Standing

CREDITS ATTEMPTED	MINIMUM CUMULATIVE GRADE POINT AVERAGE
0-14	1.70
15-29	1.70
30 or more credits	2.00

The College considers a student to be in Good Financial Aid Standing if he or she successfully completes 66.67% (2/3) or more of the total numbers of credits attempted with a cumulative grade point average (GPA), which meets the criteria in the chart above. Courses with a grade of AP, I, F, W or WA are not considered to be completed successfully. However, courses with a grade of AP, I, F, W and WA will be considered attempted credits. **Please note, the fact that beginning in Fall 2013 WA grades will also be considered attempted credits is a new rule.**

If you receive an incomplete (I) grade and you do not pass the course by the end of the following semester with a grade of C or better, you may be responsible for paying back financial aid due to a change in the recalculation of your satisfactory academic progress, as a result of the Registrar receiving a grade change form from your professor.

Financial Aid Warning

A student is placed on Financial Aid Warning Status when he or she is not in Good Financial Aid Standing. A student placed on Financial Aid Warning Status will be eligible for financial aid for one subsequent semester. The student must meet with a member of the Advising Center staff to develop an academic plan to improve his or her academic standing. This educational improvement plan may include, but is not limited to one or more of the following components:

- Reduction in the student's course load (e.g. 10-credit maximum)
- Assessment and/or re-assessment to ensure correct course placement
- Required participation in one or more academic support programs (Tutoring, Writing Center, Math Lab, Supplemental Instruction, or Language Laboratory)

Ineligible for Financial Aid

Students who fail to achieve a minimum satisfactory cumulative GPA and credit completion rate of **66.67% (2/3)** at the end of a Financial Aid Warning semester, will be placed on Financial Aid Ineligible Status and not be eligible to receive federal or state aid. **Please note that students placed on ineligible status due to unsatisfactory course completion or unsatisfactory cumulative GPA have the right to submit a Financial Aid Satisfactory Progress Appeal. All**

appeals must include supporting documentation and an approved Academic Plan from the Academic Advising Center.

Maximum Credits for Financial Aid (150% Rule)

Financial Aid cannot be used to pay for courses that exceed more than 150% of the maximum needed credits to achieve an Associate Degree or an eligible Certificate Program. For example, if your program requires 60 credits, you will only be allowed to receive financial aid for 90 credits. In the case of a 30 credit certificate program, the financial aid maximum credits would be 45. Additionally, once it becomes apparent that a student will not be able to complete his or her Associate Degree or eligible Certificate Program within the 150% rule that student will be denied financial aid even if he or she has not yet reached the 150% threshold. Therefore, it is essential that you develop a concise academic plan and enroll in classes that will enable you to complete your academic program. **Transfer credits that are accepted by RCC toward a student's program of study (major) will be considered attempted and earned as it applies to the 150% rule.**

Add/Drop Period

It is essential that you drop your classes during the Add/Drop period if you do not intend to complete them. **Please note that incomplete and/or withdrawn classes count as credits attempted but not earned and will impact Satisfactory Academic Progress. Students are responsible for payment on Incomplete and Withdrawn Classes. Beginning in Fall 2013 WA grades will also be considered attempted credits.**

Course Selection and Financial Aid Eligibility

Financial Aid cannot be used to pay for courses that are not required by your Associate Degree or Certificate program. If it is discovered that you have registered for courses outside of your degree/program financial aid will be canceled and you will be fully responsible for the charges associated with the non-required course(s). Therefore, it is essential that you consult with an academic advisor prior to registering for classes.

Developmental Courses

A student can enroll for more than 30 developmental credits with a written waiver from their academic advisor. However, *Financial Aid cannot be used to pay for more than 30 developmental credits under any circumstances.* Please note that all developmental courses must provide a pathway to an eligible academic certificate or degree program.

ESOL Courses

A student may receive financial aid funds for English for Speakers of Other Languages (ESOL) courses that are part of a larger eligible program. There are differences though: ESOL courses do not count against the one-year limitation on developmental coursework mentioned above.

Repeat Course Policy

Students may receive Financial Aid for a required course in which they receive a D or higher, one time. However, Financial Aid will not pay for a repeat course if a student obtained the highest grade for that course. Financial Aid will not pay for additional repeats of a course that the student has passed. Conversely, there is no limit to the number of times a student may be paid to retake a failed course (F). However, if the student has previously passed that course, Financial Aid will not pay for an additional repeat.

When a student repeats a course and receives a higher grade, the lower grade is no longer computed into the grade point average. However, both the original and subsequent grade earned

will remain on the student's permanent record. For example, if a student receives a D in a course and retakes the course and receives a C-, the C- will replace the D in the student's GPA. However, the D will remain on the student's transcript. If the grade for the repeated course is the same, or lower, than the previous grade, then the credits will not count toward the student's degree. Please note, every time a student repeats a course that course is applied to a student's attempted and earned credits, as it relates to the satisfactory academic progress policy and the 150% rule.

Courses that are officially dropped or withdrawn will not impact the repeat course policy. However, withdrawn courses will count as credits attempted. It is important to note that the College's standards for satisfactory academic progress for federal financial aid require that a student be able to complete a program or degree within 150% of the credits required for that program or degree. Excessive repeat courses and withdrawals will have an impact on this requirement. All courses attempted, including withdrawals, are counted towards the 150% calculation.

*Please note: There may be an exception for students enrolled in Health Sciences Division Programs. Please refer to the program Handbook.

Lifetime Pell Award

In December 2011, President Obama signed into law the Consolidated Appropriations Act, 2012 (Public Law 112-74). This law has significantly impacted the Pell Grant Program. **Beginning in fall 2012, students are now limited to 12 full-time semesters (or 600%) of Pell Grant eligibility during their lifetime.** This change affects all students regardless of when or where they received their first Pell Grant.

For example, if you have attended college on a full-time basis for 4 years or longer, receiving the Pell Grant each year, you are likely to exhaust or have already exhausted your lifetime limit of 12 semesters of Pell Grant eligibility.

If you have attended college on a half-time basis for 8 years or longer, receiving the Pell Grant each year, you are likely to exhaust or have already exhausted your lifetime limit of 12 semester of Pell Grant eligibility. Whether you have used all of your Pell Grant eligibility or only half, please be conscious about the lifetime limit of the Pell Grant when changing majors and/or scheduling classes.

For further information contact the Financial Aid Office at 617-541-5322 or stop by the Office located in the Administration Building, 2nd Floor, Room 201.

Other Important Financial Aid Policy Information

1. To remain eligible for financial aid, students must successfully complete a minimum of 66% of the total of all classes taken since enrolling at RCC and maintain a minimum GPA of 2.0. Since this measurement is based upon a student's cumulative academic work at RCC, his or her performance in an individual course may have no impact on his or her financial aid eligibility. However, accumulation of failed courses, withdrawals, and incomplete grades could affect a student's eligibility.
2. If a student withdraws from courses after the Add/Drop deadline, the student's financial aid eligibility for the current semester will decrease if it occurs before the 60% credits point. However, as mentioned above, accumulated withdrawals could affect a student's eligibility as all course withdrawals decrease his or her completion rate which must be maintained above 66% for financial aid eligibility to continue.
3. Withdrawing from all courses after the Add/Drop deadline is considered withdrawing from the College. If a student withdraws from all courses when 60% of the academic semester has

passed, his or her financial aid eligibility must be recalculated per federal and state regulations. This recalculation will determine how much of the student's financial aid award has been earned during the weeks before the official withdrawal from courses. When the recalculation is done, a balance could be owed to the RCC Business office.

4. The U.S. Department of Education mandates that students who fail all of their courses during an academic semester must prove that they have continued attending those courses beyond 60% of the semester. Failure to provide proof will require the financial aid office to recalculate a student's financial aid eligibility. As a result, a balance will be owed to the College for the semester. This is the case even when a refund check has been issued to the student.
5. Changing a major may compel students to take additional courses that could hinder them from completing their degree or certificate requirements within the 150% of the standard length of the academic major. Also, when students change their academic major from degree-seeking to certificate-seeking, the previous classes the student attempted will be counted in the determination of their financial aid eligibility. For example, a certificate requires 30 credits for completion; for financial aid consideration a student must finish his or her coursework within 45 credits attempted.

Legal Rights of Financial Aid Recipients

Students receiving federal student aid have certain legal rights. Students' rights include the following:

- The student has the right to know what financial aid programs are available at RCC.
- The student has the right to receive a listing from the financial aid office of the agency in each state which may be contacted regarding grants available to residents of that state.
- The student has the right to know the deadlines for submitting applications for each of the financial aid programs available.
- The student has the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
- The student has the right to know how his/her financial need was determined.
- The student has the right to know what resources (such as parental contribution, other financial aid, assets, etc.) were considered in the calculation of his/her financial need.
- The student has the right to know how much of his/her financial need, as determined by the institution, has been met.
- The student has the right to request an explanation of the various awards in his/her student aid package.
- The student has the right to know the school's refund policy.
- The student has the right to know what portion of the financial aid he/she receives must be repaid, and what portion is grant (free) aid. If the aid is a loan, the student has the right to know what the interest rate is, the total amount that must be repaid, fees during repayment, the payback procedures, the length of time he/she has to repay the loan, when repayment is to begin, and available options for consolidation.
- The student has the right to know how the school determines whether he/she is making satisfactory academic progress, and the results of not meeting these standards.
- If the student is offered a College Work-Study job, he/she has the right to know the required work hours, the job duties, the rate of pay, and how and when paychecks are received.

- If the student believes a mistake has been made in determining his/her financial aid eligibility, he/she has the right to ask that his/her financial aid application be reconsidered.
- If the student has a loan and the lender transfers (i.e. sells) the loan and the right to receive payments, the student must be sent a notification telling him/her to whom he/she must now make payments.
- Lenders from all sources must provide borrowers with a copy of the complete promissory note.
- The student has the right to prepay a loan without penalty. This means that he/she may at any time pay in full the loan balance and any interest due without being charged a penalty by the lender for early payment.
- If the student cannot meet a loan repayment schedule, he/she may request forbearance from the lender under which the payments may be reduced for a specific period of time.
- In borrowing money, the student assumes the responsibility for repaying the loan. If circumstances arise which make it difficult to meet this responsibility, he/she should contact the lender.

Legal Responsibilities of Financial Aid Recipients

Students receiving federal student aid have certain legal responsibilities. Student responsibilities include the following:

- The student must complete all application forms accurately and submit them on time to the appropriate location.
- The student must provide correct information. The intentional misreporting of information on financial aid application forms is a violation of the law and is considered a criminal offense which could result in indictment under the U.S. Criminal Code.
- The student must return all additional documentation, verification, corrections, and/or new information requested by either the Financial Aid Office or the agency to which an application was submitted.
- The student must report to the Financial Aid Office any additional financial resources received by him/her during the period of his/her financial aid award.
- The student is responsible for reading and understanding all forms that he/she is asked to sign and for keeping copies of the forms.
- The student must accept responsibility for all agreements that he/she signs.
- The student must perform the work that he/she has agreed upon in accepting College Work-Study or regular student employment.
- The student must be aware of and comply with the deadlines for application or reapplication for aid.
- The student should be aware of the school's refund policy.
- All schools must provide information to prospective students about the school's programs and performance. The student should consider this information carefully before deciding to attend school.
- If the student receives a loan, he/she must notify the lender if any of the following occurs before the loan is repaid:
 - Graduation
 - Withdrawal from school or less than half-time enrollment
 - Change of address

- Name change
- Transfer to other school(s)
- The student may be required to attend an exit interview if enrollment drops below 6 credit hours; or if he/she graduates, transfers to another school, or fails to enroll for any long semester.
- The student must repay any loan received at R.C.C., plus accrued interest, in accordance with the repayment schedule.
- In borrowing money, the student assumes the responsibility for repaying the loan. If circumstances arise that make it difficult to meet this responsibility, he/she should contact the lender. The student must notify the lender (federal/state/private) of any occurrence which may affect eligibility for a deferment of repayment.

SCHOLARSHIPS AND AWARDS FOR STUDY AT RCC

The Roxbury Community College Foundation exists, in part, to assist the College in making its programs available to all qualified students. To this end, the Foundation seeks contributions and gifts for scholarships, grants and loans.

A scholarship is a financial award which recognizes academic performance and/or service to the College and/or the community of an incoming or current student. Scholarships are intended to enable and encourage students to progress academically and complete studies at the College in a timely manner. The available scholarships and awards, and their qualifying conditions are listed below:

Scholarships

Co-Curriculum Scholarship Award - These \$500 scholarship awards will be given to 16 full-time students who have significantly contributed to the college through their participation in co-curricular activity such as student government, athletics, campus newspaper, club leadership, etc while maintaining a GPA of at least 3.0. They are divided as follows: 4 for STEM majors, 4 for Health Science majors, 7 for Liberal Arts majors, and 1 for a student in the Division of Continuing Education.

Deans/Departmental Scholarship - These \$500 scholarships are awarded each semester and recognize outstanding academic achievement. To be eligible, students must be enrolled full-time in a degree program, on the Dean's List (GPA 3.5 – 3.75) or on the President's List (3.76 – 4.0). All applications must be signed by the department chair of the student's major to indicate endorsement by the department. Three awards will be given.

English as a Second Language Scholarship - This \$500 scholarship is awarded to one full time student in good academic standing who has earned a GPA of at least 3.0 and is currently an ESOL student at the college.

Haitian Student Scholarship - Attorney Zama, a 1988 graduate of the college, former member of the RCC Foundation, and Professor of Criminal Justice at RCC, endowed this scholarship for a full-time RCC student of Haitian heritage who has achieved at least a 2.5 0 GPA and has positively contributed to the Roxbury Community College and/or to the community in which they reside.

Honors Program Scholarship - Three awards of \$500 each will be made to full-time students who are enrolled in required courses for their major and participate in the College's Honors Program.

International Student Scholarship - Two \$1,000 awards will be given to full-time students who have come from foreign countries to study at RCC and hold valid student visas. They must have at least a 3.0 GPA.

Joan and Howard Resnikoff Endowed Scholarship - One annual scholarship of \$250 will be

awarded to a full-time student majoring in Arts and/or Humanities, Broadcast Media Technology, Musical Arts or Theater/Visual Arts. The student must be full-time and have attained a GPA of 3.0 or higher.

John Hancock Scholarships - Ten (10) students will be eligible to receive a \$1000 scholarship. These students must be full-time, have a college GPA of at least 2.5, and live in Boston. Proof of residency is required (rent receipt, utility bill, etc.). In addition, those students who are single parents and who are currently paying tuition to the college's day care program will be given preference.

Julia Woods Brown Scholarship - There are three \$500 scholarships in memory of Julia Woods Brown. To be eligible, students need to demonstrate a commitment to the community at large or to the college by working with specific populations and providing appropriate signed documentation as validation. Candidates need to have completed at least 12 credits at RCC and have at least a 3.25 GPA.

Karron Harris Memorial Scholarship - This \$425 scholarship, donated by the RCC Faculty and Staff to memorialize a long-time and beloved colleague, will be awarded to a student with a 3.0 GPA or higher who is majoring in Business Administration or Business Management

Martin Luther King Scholarship - This \$500 scholarship, commemorating the life of Dr. Martin Luther King, will be awarded to two full-time students with a GPA of at least 3.0 who excel in Social Science and have demonstrated commitment to the RCC community or to the community in which they reside. Documentation of this will be required.

Maxine Council Williams Memorial Scholarship - This \$375 scholarship, given by the family and friends of Academic Vice President Dr. Brenda Mercomes, honors the memory of her late mother, a leader in Early Childhood Education in Kansas City, Kansas. It will be awarded to a student with a GPA of 3.0 or higher who is majoring in Early Childhood Education and has been at RCC for at least 2 semesters.

Milagros Rosado Scholarship Award - One scholarship of \$250 will be awarded to a student who has received a GED within the past academic year and gone on to RCC as a full-time student with a GPA of at least 2.5. The student should be matriculated in a degree program at the college.

Na'im Kalonji Fitch Memorial Scholarship - This \$750 scholarship was endowed by Ms. Cynthia Scott, former grant-writer for Roxbury Community College, and her family in memory of her beloved grandson, who died from SIDS. The award will be given to a full-time student whose GPA is at least 2.8 and whose major is Early Childhood Education. The student must be in the 2nd or 3rd semester and currently employed or planning to work in a Childcare Center. An essay on Sudden Infant Death Syndrome to be submitted with application.

Nursing Scholarships - Candidates must be full-time students enrolled in the Nursing Program with a GPA of at least 3.0. There are 10 scholarships available.

Patricia Ann Raynor Endowed Scholarship - Given in memory of the late former Chairperson of the Roxbury Action Program, this scholarship of \$1000 is awarded to a single parent of African descent who resides in Roxbury. The recipient must have achieved and maintain a 3.0 GPA. The award will be distributed in the following segments: \$500 for first semester and \$500 for the following semester.

Reggie Lewis Scholarship Fund - These scholarships recognize 4 student athletes in good academic standing.

Science, Technology, Math, and Engineering Tuition Award - Five new scholarships have been added for a STEM student in good academic standing, either full or part-time, who has a 3.0 GPA in all STEM classes and a recommendation from the Department.

Graduation Awards

A Graduation Award is a financial reward to a graduating student, which recognizes academic performance, and/or service to the College or community. Awards are intended to encourage and enable students to pursue baccalaureate studies at accredited institutions. Graduation Awards and their qualifying terms are listed below.

James H. Caesar Endowed Award - This award is made possible through the generosity of James H. Caesar to honor the opportunities the Roxbury community and this country provided him and through earnings of the endowed fund. Preference for this \$500 award is given to a graduating student who attended the Cooper Community Center of Roxbury or the Roxbury Boys and Girls Club. If no qualified student meets these criteria, the award will be made to a graduate who resides in Roxbury.

Francina E. Copland Getzer Endowed Award - This \$250 award is made to an African-American student who achieved at least a 3.00 grade point average at Roxbury Community College and who has been accepted at a four-year college and will be pursuing a baccalaureate degree.

Letitia Garafalo Endowed Award - The Letitia Garafalo Endowed Award is made possible by a memorial contribution in her name. A native of Quincy, Massachusetts, Ms. Garafalo used her knowledge of languages to live and work in communities around the world. This \$500 award is made to a graduating African-American student who has demonstrated academic merit at Roxbury Community College and who received need-based assistance while a student at the College.

Claudia J. Tucker Award - The Claudia J. Tucker Award is made possible by the generosity of Professor emeritus of Social Science, Royal C. Tucker. This \$500 award is given to a graduating student who has been accepted at a four-year college and who will be pursuing a baccalaureate degree.

Therese Dutile Giles Award - The Therese Dutile Giles Award was created and funded by her family (including Sterling Giles, faculty member at Roxbury Community College) to honor her memory. This is a \$500 award given to the graduating student who mastered English as a Second Language and provided exemplary service to the College and/or community.

RCCF Excellence Scholarship Award - This award of \$1000 is given annually to the graduating student(s) with the highest grade point average. The student(s) must have earned at least 50 credits at Roxbury Community College and have been accepted at a four-year college and will be pursuing a baccalaureate degree.

The recipients must provide the Roxbury Community College Foundation copies of acceptance letters, class schedules, financial aid awards and transcript release forms from the transfer institution

Sapers Family Opportunity Awards - These awards are made possible through the generosity of William R. Sapers, a former member of the Board of Directors of the Roxbury Community College Foundation, and his family. Up to 10 awards are intended to encourage outstanding graduates of the College to pursue baccalaureate degrees by providing grants and low interest (1%) loans, repayments of which are to begin six months after graduation, or in less than full-time status at the transfer institution.

Qualified students receive a loan of \$1000 and a grant of \$1000, a total of \$2000. Awardees must provide the Roxbury Community College Foundation copies of acceptance letters, class schedules, financial aid awards and transcript release forms from the transfer institution and are required to sign a promissory note accepting the terms of the loan.

Selection of Recipients

The Foundation forwards scholarship applications and supporting materials to the College's Scholarship and Honors Committee for deliberation and selection. Information detailing each scholarship's requirements (e.g., grade point average, merit, full/part-time, major, short essay, need, etc.) should accompany the applications. Once determined, the names of awardees will be forwarded to the Foundation.

HONORS AND AWARDS

President's List

Day students having earned at least twelve (12) college-level credits, evening students having earned at least six (6) college-level credits, and Nursing students having earned at least nine (9) college-level credits; and who have achieved a Grade Point Average (GPA) of 3.76 or higher (with no grade lower than a "C" in all classes during that semester) are placed on the President's Honor List.

Dean's List

Day students having earned at least twelve (12) college-level credits, evening students having earned at least six (6) college-level credits, and Nursing students having earned at least nine (9) college-level credits; and who have achieved a Grade Point Average (GPA) of 3.50 to 3.75 (with no grade lower than a "C" in all classes during that semester) are placed on the Dean's Honor List.

Pre-college-level courses (those whose last three digits are less than 100, for example MAT-096) are not included in the GPA calculation for Honors Recognition.

Graduation Honors

Roxbury Community College is proud to recognize a student's commitment to academic excellence. Each year at graduation, students with a cumulative GPA of 3.76 or higher are graduated with highest honors; students with a cumulative GPA of 3.5 - 3.75 are graduated with high honors; and students with a GPA of 3.0 - 3.49 are graduated with honors.

Honors Program

The Program: The Roxbury Community College Honors Program is designed to provide quality educational opportunities that are suited to the needs, wishes and abilities of its student body. The Honors Program offers academically talented students a stimulating, challenging and rewarding academic experience. To meet the challenge of academic excellence, the Honors Program provides gifted and motivated students with the opportunity to enhance their knowledge through honors courses, independent research and creative work.

Participation: Students may participate in the program in three different ways. They may apply for admission to the full program; they may take a single honors course, or they may take an honors extension to a regular course. There are entrance criteria for all of these options.

The RCC Honors Program has the following advantages:

- Automatic acceptance into State College/University Honors Program
- Honors Designation on diploma and transcripts
- Scholarship opportunities
- Small classes
- Entrance into honors courses
- Special recognition at graduation

- Tuition waiver during last semester before graduation
- Opportunities for field trips, conferences, cultural and social activities

Program Admission requirements:

- College-level grade point average of 3.3
- Twelve college-level credits
- Two letters of recommendation from RCC faculty and/or staff
- Working toward an Associate Degree at RCC
- Application
- Essay

Program requirements:

- Maintain a 3.3 GPA. Honors students whose GPA drops below this will be allowed to continue in the program for one probationary semester to raise their GPA. In addition, students must earn a minimum grade of "B" in all designated Honors courses.
- Three Honors courses (9 or more credits). Students in the Honors Program must complete a minimum of three Honors courses or Honors components in regular courses.
- One Honors Colloquium. The colloquium is required of all students in the Honors Program. It counts as one of the required courses. The colloquium takes an interdisciplinary approach and provides an environment of creative interaction; students explore the fundamental ideas of human civilization from the vantage points of various academic disciplines through reading, writing, research, critical thinking and presentations. The Honors Colloquium is designed by the Honors Program Committee, which chooses the topic each year.

Graduation Requirements:

To receive an Honors diploma a student must meet the program criteria above and earn a cumulative GPA of 3.3 or better in college-level courses.

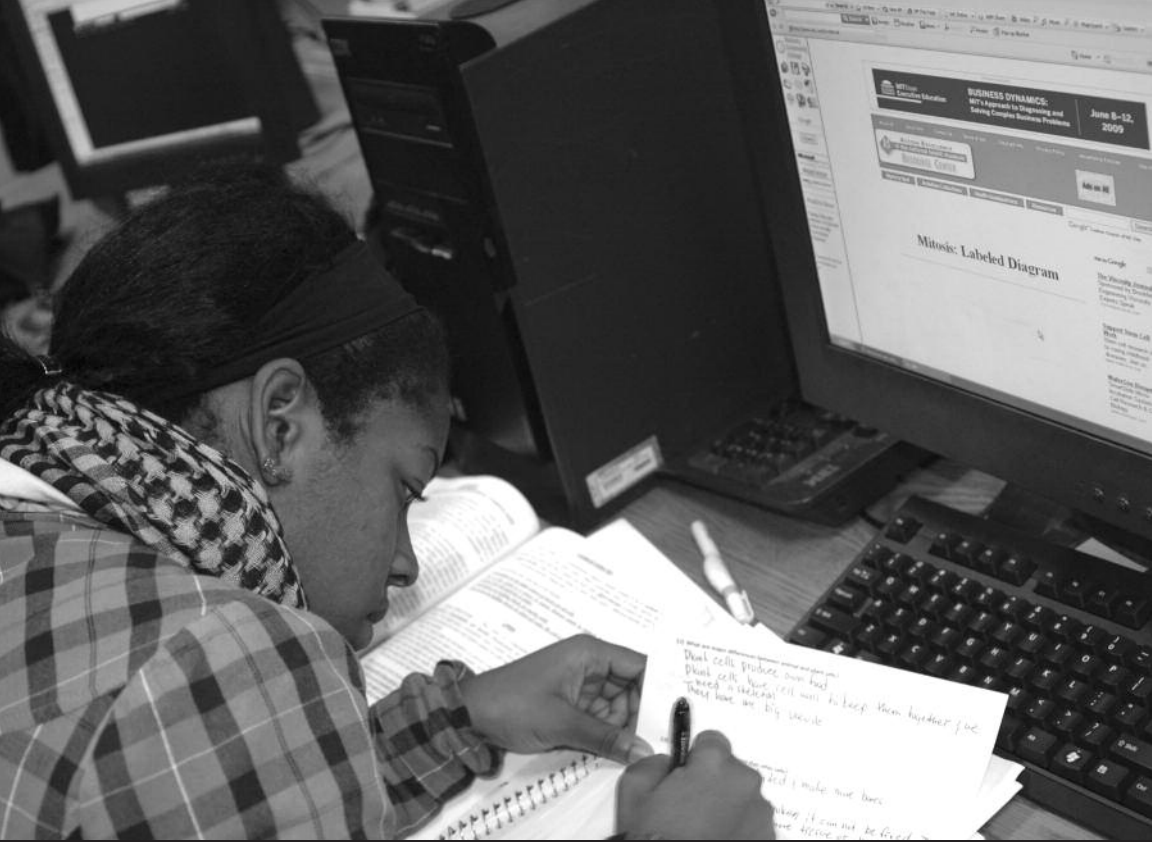
Admission requirements for a single Honors course or Honors component: 3.3 (B+ or better) GPA in the subject area or prerequisite course; recommendation from a faculty member; Permission of Instructor.

Why Honors?

At Roxbury Community College, the Honors Program provides a deeper dimension to a college education. Honors students participate in special classes and colloquia that allow them to take advantage of the tradition of academic excellence that the program offers. Students in the Honors Program come from all the College's Associate Degree concentrations and majors. They bring a variety of outlooks and experiences as they engage in highly demanding and competitive courses. They understand and accept this rigorous environment. This is what sets them apart and earns them the distinction they deserve as Honors students.

Honors Components and Honors Courses

The RCC Honors Program encourages students to take an Honors course or Honors component even if they are not able to be full members of the Honors Program. Honors components are additional learning projects agreed upon by a faculty member and student in a regular college course; the content of the component goes beyond the normal course curriculum. Forms are available from the Honors Program Coordinator and the Department Chairs.



PLANNING YOUR COURSE OF STUDY

PLANNING YOUR COURSE OF STUDY

Once accepted at Roxbury Community College, students can succeed by planning ahead and by becoming familiar with the campus and College policies. RCC offers a variety of services and resources to help students coordinate their academic programs with their career plans to ensure optimal fulfillment of their goals.

Matriculation

All students pursuing a degree or certificate at RCC must officially matriculate by declaring their chosen program of study when they are admitted to the College. Registering for classes does not constitute matriculation. Once a student has matriculated, he or she is subject to the requirements of the degree or certificate program in effect at the time of matriculation or six years prior to graduation, whichever is later.

If a student has been enrolled in a degree program continuously for more than ten years, the student must meet with the Vice President of Academic Affairs to clarify degree requirements. When the College no longer offers courses required in a concentration, the appropriate Division Chairperson will make necessary substitutions enabling students to fulfill degree requirements. See the Academic Information and Policies section of this catalog for information about changing an academic program after matriculation.

Undecided Students

Students who are undecided about which program or concentration to choose are encouraged to explore academic and career options with a counselor at the Advising Center or with a Career or Transfer Services staff member. Establishing a career goal is the first step in choosing an appropriate program of study. Undecided students are encouraged to select a Liberal Arts concentration in the Associate in Arts degree program which will provide them with a broad array of credits that are transferable to most baccalaureate degree programs at four-year colleges.

Course Schedules

Course schedules provide a preview of the credit and non-credit courses that will be offered in the upcoming semester. Students can attain a copy of the course schedule from the Enrollment Center to plan their academic semester.

Career Services

Roxbury Community College encourages its students to carefully coordinate their academic planning with their career goals. Career Services assists students who are undecided about their careers or who need more information before selecting a career. A computerized career assessment program, DISCOVER, helps students examine their interests, values, and skills. The department offers regularly scheduled career-focused workshops on resume writing, job search and interview strategies. Additional career guidance offered to students is available through the College's network of career professionals, made up of alumni and friends of Roxbury Community College, who are able to answer questions about a range of professional fields.

Transfer Services

Transfer Services provides transfer-focused workshops on transferring to four-year schools, Joint Admissions programs, Cross Registration, and Articulation Agreements.

Internships

Internships allow students to explore a career area of interest while earning credit at the same time. The Internship Coordinator assists students in locating an internship that aligns with their

career interests and complements their schedules. A variety of agencies and employers are ready to place Roxbury Community College interns who will spend 150 hours on-site. To be eligible to sign up for an Internship students must successfully complete English Composition I, and at least three courses toward their degree. Students are strongly recommended to meet with an Internship Coordinator the semester prior to the internship to ensure a timely placement.

Internships are offered in the Fall, Spring and Summer semesters, please check for the latest internship information via the RCC website and search 'internships'.

Job Placement

Career Services help students find part-time and full-time jobs, internships, as well as volunteer opportunities. The department maintains bulletin boards and book listings with current job postings. Graduating students are encouraged to participate in the annual Career Fair attended by over 40 local businesses which take place each spring semester.





TRANSFER PROGRAM

TRANSFER PROGRAM

Students who intend to pursue a bachelor's degree are encouraged to begin planning for transfer to a four-year institution during their first semester at Roxbury Community College. Although each student is responsible for ensuring that Roxbury Community College credits are transferable, academic advisors and transfer counselors are available to help coordinate academic programs at RCC with the transfer requirements of four-year institutions. Students who have been admitted to an associate degree program at Roxbury Community College may be eligible to participate in one of the several transfer agreements that the College maintains with four-year colleges and universities that guarantee admission of Roxbury Community College graduates and/or acceptance of specified RCC course credits. Through the Cross-Registration Program, students may also explore transfer opportunities by taking courses at other colleges and universities while they are enrolled at Roxbury Community College.

TRANSFER COUNSELING

Many students' academic plans include transfer to a four-year college or university. The Transfer Services staff is prepared to guide these students through the transfer process: choosing an appropriate major; selecting colleges; submitting applications for admission and financial aid; and making decisions once acceptances have been received.

College Fairs bring over forty (40) colleges to the Roxbury Community College campus each semester which offer students another vehicle for exploring potential transfer schools. For more information about transferring to a four-year institution, visit Transfer Services.

ARTICULATION AGREEMENTS

Roxbury Community College has developed articulation agreements with several public and private baccalaureate institutions for students who have completed their associate degree and wish to transfer. These articulation agreements stipulate that RCC graduates must meet admission standards at the host institution in order to be admitted into specific program majors with full junior standing. The agreements are designed to provide full course equivalencies to maximize transfer credits. The RCC degree programs and corresponding baccalaureate programs for participating institutions are listed below. For further information about transfer using articulation agreements, please contact Academic Advising, Building 4-311.

Articulation Agreement Programs and Institutions

RCC Major	Degree	Four-Year College	Major Four-Year College
Accounting	AS	Mass. College of Liberal Arts	Business Administration
Any Major	AA/AS	Eastern Nazarene	Business Management
Arts and Humanities	AA	Cambridge College	Multidisciplinary Studies
Associates of Arts Degree Programs		MA School of Law	B.A. History and Legal Studies
Business Administration	AA	Westfield State	Marketing
Business Administration	AA	Westfield State	Management
Business Administration	AA	Westfield State	Finance
Business Administration	AA	Cambridge College	Management

RCC Major	Degree	Four-Year College	Major Four-Year College
Business Management	AS	Cambridge College	Management
Bus. Admin. Sports Management	AS	Mt. Ida College	Bus. Admin. Sports Mgt.
Bus. Management Hospitality	AS	Mt. Ida College	Hotel & Tourism Mgt.
Business Administration	AA	Argosy University/Atlanta	Organizational Mgt.
Business Administration	AA	Regis	Management
Business Administration	AA	Mt. Ida College	Business Administration
Business Management	AS	Regis	Management
Business Management	AS	Mt. Ida College	Business Management
Business Management	AS	Mass. College of Liberal Arts	Business Administration
Business Management	AS	Kaplan University (online)	BS Business Mgt.
Computer Science	AS	Kaplan University (online)	BS Information Technology
Criminal Justice	AS	Northeastern University	Criminal Justice
Criminal Justice	AA	Springfield College	Human Services
Criminal Justice	AS	Salem State College	Criminal Justice
Criminal Justice	AS	UMASS Lowell	Criminal Justice
Criminal Justice	AS	Kaplan University (online)	BS Criminal Justice
Criminal Justice	AS	Newbury College	BS Criminal Justice
Early Childhood Education	AS	Cambridge College	Multidisciplinary Studies
Early Childhood Education	AS	Springfield College	Human Services
Early Childhood Education.	AS	Wheelock College	Human Development, Early Childhood Edu.
General Education	AA	Wheelock College	Human Development, Child Life Concentration
General Education	AA	Argosy University/Atlanta	Psychology
General Prep Sequence		North Shore CC	AS Fire Science
International Business	AA	Westfield State	Marketing
International Business	AA	Westfield State	Management
International Business	AA	Westfield State	Finance
Liberal Arts	AA	Cambridge College	Multidisciplinary Studies
Liberal Arts	AA	Cambridge College	Psychology
Liberal Arts	AA	Eastern Nazarene	Education
Liberal Arts	AA	Kaplan University (online)	BS Communication
Nursing (RN)	AS	Simmons College	Nursing
Nursing (RN)	AS	Simmons College	*Masters Science Nursing
Nursing (RN)	AS	Framingham State	Nursing
Nursing (RN)	AS	UMASS Boston	BSN Online

RCC Major	Degree	Four-Year College	Major Four-Year College
Nursing (RN)	AS	UMASS Dartmouth	Nursing
Nursing (RN)	AS	Emmanuel College	Nursing
Nursing (RN)	AS	UMASS Boston	Nursing
Nursing (RN)	AS	UMASS Lowell	Nursing
Nursing (RN)	AS	Kaplan University (online)	BS Nursing
Roxbury Community College	Study Abroad	Imo State University, Nigeria	
Social Science	AA	Springfield College	Human Services
Social Science	AA	Wheelock College	Social Work
Social Science	AA	Cambridge College	Psychology
Social Science	AA	Kaplan University (online)	BS Psychology
Various Majors	AA,AS	Pine Manor College	Various Majors

.....
 *UMASS Boston Certificate in Vocational-Technical Ed RCC Liberal Arts

*YearUp Certificate RCC Business Administration/ Management

All of the information in this section is subject to change at the discretion of the participating institutions. New articulation agreements are always being developed. Visit Transfer Services in Room 219 Academic Building for a complete listing of the most up-to-date agreements.

Articulation agreements guarantee transfer of credit only after a candidate is accepted into the four-year college/university.

**Please consult with Director of Transfer Affairs and Articulation about these particular articulation agreements.*

MASS TRANSFER

Mass Transfer is a Massachusetts state policy that enables students who attend college within the Massachusetts state system to utilize benefits when transferring within the Massachusetts state college or university systems.

MassTransfer integrates and replaces the Commonwealth Transfer Compact, Joint Admissions, and the Tuition Advantage Program as of fall 2009. Community college students who matriculated prior to fall 2009 and who choose to continue in the Commonwealth Transfer Compact and/or Joint Admissions Program will be required to complete their associate degrees by August 2013 and must matriculate at a Massachusetts state college or University of Massachusetts campus by fall 2014.

Students matriculating in fall 2009 as well as currently enrolled students may accumulate courses leading toward the completion of an approved associate degree under MassTransfer or the MassTransfer Block. The policy benefits will apply to students who complete either an approved associate degree or the MassTransfer Block beginning fall 2010, regardless of initial date of enrollment.

A student completing an associate degree program under MassTransfer will have graduated with a minimum of 60 credit hours and will have completed the following 34-credit general education transfer block:

The Mass Transfer Block includes:

Credits	Subject Areas	Notes
9	Behavioral and social sciences	Courses may be in either subject area.
9	Humanities and fine arts	Courses may be in either subject area.
7	Natural or physical science	Must include at least one course with a lab.
6	English composition/writing	
3	Mathematics/quantitative reasoning	

A student completing an associate degree who seeks admission to a linked baccalaureate program under MassTransfer will be entitled to the following benefits based upon the final cumulative grade point average at the community college awarding the degree:

The Mass Transfer Benefits include:

Benefits	2.0+	2.5+	3.0+	Notes
No application fee	✓	✓	✓	MassTransfer Application required by deadline.
No application essay	✓	✓	✓	
Automatic satisfaction of most or all general education requirements	✓	✓	✓	Receiving institution may require no more than six additional credits/two courses.
Guaranteed transfer of credits	✓	✓	✓	60 credits.
Guaranteed admission		✓	✓	Space permitting in the major and college.
33% tuition waiver			✓	For two years, provided student: <ul style="list-style-type: none"> • Matriculates within one year of receiving associate degree; • Enrolls continuously (full- or part-time) in day program; and • Achieves 3.0 GPA in first two semesters.

Students who wish to see which associate degree programs at Roxbury Community College are Mass Transfer eligible and what state colleges/universities they are linked to can do so electronically at the following website:

<http://www.mass.edu/masstransfer/Students/CompleteAssociate.asp> or

Students can visit Transfer Affairs and Articulation located in the Academic Building room 219 for a complete listing.





ACADEMIC RESOURCES AND STUDENT SUPPORT

THE LIBRARY

The library is one of the most popular destinations on campus. Students make over 150,000 visits per year. The library occupies an attractive space on the first and second floors of the Academic Building where there is study space for about one hundred students. Every effort is made to support both those who require a quiet space for individual study and those who need to study in groups. There is a special room for group study on the first floor. About 150 classes per year visit the library classroom for instruction on information retrieval techniques. There are sixteen (16) computers for students to access online library resources as well as the free Internet. Library staff members are available to assist students in Internet navigation as well as web site evaluation. In addition, equipment and software for those with disabilities are available. An online library newsletter, delivered to RCC e-mail accounts, alerts users to information useful in their educational tasks. Finally, library displays promote ideas of interest to the College community and showcase the accomplishments of College departments.

Informational Resources:

- Over 40,000 traditional books, both circulating and reference. This includes many required textbooks on reserve for use in the library.
- Over 20,000 online books.
- Over 60 online databases containing a wealth of articles from journals, magazines and newspapers.
- Over one hundred paper periodical subscriptions including journals, magazines and newspapers.
- Audiovisual material, including videotapes and DVDs, for classroom or in-library use.

Library Services:

- Circulation of library materials, including audiovisual equipment, for classroom use.
- Answers to reference questions.
- Class and individual instruction in research methods.
- Interlibrary loan: the delivery to RCC library users of books and documents that belong to other libraries.
- Library web site development to provide subject pathfinders and online tutorials.

Interlibrary Cooperation

- RCC Library is a member of the Metro Boston Library Network. This includes the Boston Public Library and other public and school libraries. Students may place online orders from a selection of over a million items. The materials are delivered to the RCC Library and students are notified to pick them up. Aside from books related to academic courses, these items also include best selling books, foreign language books and videos.
- The library also belongs to the Fenway Library Consortium which includes 15 primarily academic libraries in the Boston area, most within walking distance of RCC. You may borrow books from any of these libraries. To retrieve materials from these libraries, simply present an active RCC library card. You may also order books from these libraries and have them sent to The RCC Library where they can be borrowed.

The following is a list of consortium members: Brookline Public Library and libraries at Emerson College, Emmanuel College, Hebrew College, Lesley University, Mass. College of Art and Design, Mass. College of Pharmacy and Health Sciences, Museum of Fine Arts

THE WRITING CENTER

The Writing Center is open to students in all disciplines who seek help in writing academic papers or transfer essays. Students may use the computers to write papers, access the Internet, or practice writing skills using academic software and web-based programs. In addition to supporting students with writing through one-on-one tutoring, the Writing Center also provides an online tutoring service as well as workshops that address a variety of topics that support writing. Students may choose to attend any of these workshops throughout the semester.

THE LEARNING CENTER

The Learning Center assists Roxbury Community College students to improve their understanding of course materials and, as a result, improve their grades. Students can choose from a variety of academic support materials and Learning Center programs that match their individual needs and their schedule. The newest Computer Assisted Instruction (CAI) program, Plato, gives students the chance to develop new skills in reading, writing, and math and an opportunity to review skills that haven't been used in a long time.

The Learning Center offers you the following opportunities:

1. Tutorial Assistance Program (TAP)
2. Computer Lab
3. Computer Assisted Instruction (CAI)

MATH CLINIC

The math clinic in the academic building, on the 2nd floor, room 206 provides RCC students with an opportunity to receive immediate help with their mathematics questions. No appointment is necessary - just drop in and talk to a tutor, some of whom are faculty at the College. We will not do your homework for you, but we will explain the relevant concepts and set you on the right path.

TUTORING

Students can take advantage of free tutorial services available in many subject areas. Peer and professional tutors work with students in either small groups or one-on-one to improve academic skills and develop learning strategies. Tutoring is designed to enhance and support classroom learning so that students gain the skills and confidence to be successful in their coursework.

RESOURCES FOR DISABLED STUDENTS

Roxbury Community College is committed to creating an educational environment that promotes academic excellence and personal exploration for all students. This includes a commitment to achieving equal educational opportunity and full participation for persons with disabilities. Our goal is to ensure a comprehensively accessible college experience where individuals with disabilities have the same access to programs and activities as all others. This policy derives from the College's overall commitment to non-discrimination of all persons in employment, creating accessible facilities, student programs, activities, and services.

To this end, RCC strives to achieve excellence in its services and to assure that its resources are delivered equitably and efficiently to all of its students.

If you have questions, please contact the Counselor for Students with Disabilities (CSD) at 617-708-3562, Academic Building, Room 207. The CSD coordinates the provision of accommodations for students with disabilities. All accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment.

Counselor for Students with Disabilities (CSD)

The CSD facilitates the following services for students with disabilities:

- Provides disabilities information including guidelines for obtaining accommodations
- Creates accommodation planning
- Performs referrals
- Acts as an academic advisor
- Serves as a liaison between students and faculty to ensure in-class accommodations
- Lends adaptive equipment
- Coordinates reader and scribe services

Library

The library is an essential academic resource that can be accessed by students with disabilities through the following services:

- 20/20+ - enlarges print
- Crank adjustable table - provides greater access for seating and lighting
- Read & Write Gold: Text to speech software
- Laptop computer
- Publications including books and videos specific to students with disabilities including career planning, job search, ADA, and relationships information.

TECHNOLOGY

The Information Technology Department provides administrative and managerial support for all technology used at the College. RCC's computer labs offer teaching and learning opportunities for faculty, staff, and students.

Computer Labs

The computer labs are equipped to meet the demands of today's most widely used software applications. A combination of technological instruction and student-use of the computer labs ensure that Roxbury Community College students are knowledgeable about the latest technological advancements.

To be effective and efficient computer lab users, all Roxbury Community College students must attend a computer lab orientation that introduces students to lab policies, procedures, standards, and a general overview of the systems' operating environment. In addition, the College encourages students to participate in conveniently scheduled workshops that introduce office software packages, the College's standard software program for word processing, spreadsheet, database, and presentation applications.

Through full access to academic and computer labs, students become active learners who meaningfully engage with their coursework. The academic and computer labs complement classroom instruction, facilitate independent study, and help prepare students for advanced educational and career opportunities.

MyPasswords

MyPasswords is a web-based application which enables you to retrieve your default login information for the following systems on campus:

- E-mail
- MyRCC
- Pharos
- Moodle
- Emergency Notification System
- Free Software Download Program
- Information about Library barcode/PIN

You can login to MyPasswords using personal information that is unique to you.

To access MyPasswords:

1. Go to MyRCC at <http://myrcc.rcc.mass.edu>
2. Click on the Start Here link under Quick Links (on the left hand side of the screen).
3. Fill in the required information. MyPasswords will provide you with all of your login information for the common software systems for students on campus.

PLEASE NOTE:

- For new students it still will take 24-48 hours after you are admitted to generate/display your login information.
- If you have changed your default password(s) and forgotten them, please to go to the specific application login page and follow the instructions for a forgotten password. MyPasswords only provides your original default passwords.
- As a safety precaution, the MyPasswords application will automatically logout after 5 minutes of inactivity.

RCC Student E-mail

<http://mail.roxbury.edu>

All RCC students are assigned an e-mail account. It is a Gmail account with a @roxbury.edu domain (instead of @gmail.com). Your RCC student e-mail account is the only e-mail the College will use to communicate important information.

It takes 24-48 hours to activate a new student e-mail address.

If you have used e-mail before and changed your password, continue to use that one. Please call 617-427-0060 ext.5555 or go to <http://www.rcc.mass.edu/password.asp> to request your password be sent to you via phone or an alternate e-mail.

MyRCC

<http://myrcc.rcc.mass.edu>

MyRCC is RCC's web-based student information system where you can update your address and other personal information, register for courses, add and drop courses, view your course schedule, view a complete course schedule, download course handouts, view and print an unofficial transcript, and view your grades or GPA.

Your MyRCC password is case-sensitive.

PHAROS

Pharos is RCC's pay-for-print and copy management system. You will need this ID in order to print in many places on campus, such as the Library, Learning Center, and Writing Center.

ONLINE EDUCATION

Online Education is web-based teaching/learning in and outside of a classroom. It is often extended to include the use of mobile technologies such as PDAs and MP3 players.

There are four basics types of online courses:

Fully Online (or Distance Learning): courses designed and taught entirely online, free from the traditional classroom constraints of time and place.

Hybrid: courses designed to be taught online part time and face-to-face (F2F) the remaining time.

Web-enhanced: courses with the course content, syllabi, communication tools and exams (optional) provided online and the class meets face-to-face.

Companion: A course designed online and taught in a classroom setting.

*When taking an online course, it is critical you provide a valid phone number so your instructor can reach you. Also, please activate and use your **RCC student e-mail** account (yourname@roxbury.edu). This is where RCC will send your login and other important information about the course.*

How to Register

To register for an online course:

1. If you are a new student, fill out and submit a RCC admissions application.
2. Consult with an advisor to discuss whether online education is right for you – especially if this is your first time taking an online course.
3. Review online courses available courses in the catalog and on the Online Education website (<http://www.rcc.mass.edu/OnlineEd/default.asp>).
4. Select courses appropriate for your goals or degree.
5. Register for courses at the Enrollment Center or online. The earlier the better!



How to Identify an Online Course

Online courses are designated with the following section codes:

Section Code	Description
D1	Fully online courses, taught by faculty at Roxbury Community College. If there is more than one section of the course, you will see D1, D2, D3, etc.
DH	Hybrid courses taught by faculty at Roxbury Community College.
DB	Fully online courses brokered through Massachusetts Colleges Online (MCO) and taught by faculty at other Massachusetts community colleges.

NOTE: RCC does not offer online degrees at this time, but there are a variety of online courses

If you are taking a brokered (DB) course, your login information will be specific to the system used at the host school, different from the information provided in this brochure. The login information will be sent to your RCC student e-mail.

offered every semester. Please speak with your Division Dean if there is an online course you'd like to take that is currently not offered.

What Is Moodle?

RCC online courses are taught in Moodle. Moodle stands for Modular Object-oriented Dynamic Learning Environment. It is a leading open-source learning management system (LMS) designed to help educators create and teach quality online courses. One advantage of Moodle over other systems is its strong grounding in social constructionist pedagogy (learning happens most effectively when it is active).

Login Information

Moodle login credentials:

<http://moodle.rcc.mass.edu/>

- Username: E-mail username
- Password: Student ID

For example, if Bonita A. Jackson is a student at RCC with e-mail BAJackson2@roxbury.edu and student ID 12345, her login information is:

- Username: BAJackson2
- Password: 12345

After you login to Moodle, change your default password to something less accessible and something you will remember easily.

24/7 Moodle Technical Support

E-mail: rcconlinesupport@clega.com

Phone: 866-544-4261

Live Chat: Go to Online Education webpage

HEALTH SERVICES

The Health Services office offers a nurse practitioner on duty to provide emergency and routine treatment for common illness and injuries (i.e., colds, headaches, sprains and lacerations). Students with more complex health problems are referred to other health care facilities for more comprehensive care. Health education and wellness programs are additional activities of Health Services and vary each semester.

Examples of topics discussed are:

- Blood pressure screening
- Weight checks, weight management, and walking groups
- Health fairs
- Alcohol/drug education
- Smoking cessation
- HIV/AIDS/STD education



SPECIAL PROGRAMS

PRE-COLLEGE PROGRAM

GED Test Center

Students who wish to prepare for the General Equivalency Diploma (GED) test may take specially designed courses in Math, Writing, and Reading Skills for GED. Students may register for courses after taking an initial assessment test. Courses are offered throughout the year.

RCC's GED Test Center currently serves over 1000 students annually offering tests in both English and Spanish at convenient daytime, evening and Saturday hours. Students can also take a practice test to determine how well prepared they are before taking the official GED exam.

Cross-Registration

Sampling the environment and coursework at a four-year college can help students choose the campus that will best meet their needs. Cross-Registration allows students to take courses at select local colleges while they are enrolled at Roxbury Community College. Students must have completed between twelve and thirty college-level credits to be eligible for cross-registration.

Because academic calendars vary from school to school, students are strongly advised to visit the Career and Transfer Services department the semester prior to cross-registering to create their academic schedules. Students are permitted to cross register for one course per semester. Cross-Registration is not available for evening or weekend or summer classes. The following colleges participate in Cross-Registration:

Massachusetts College of Art Prerequisite: A strong interest in art

Northeastern University Prerequisites: A GPA of 2.75, at least 30 earned college-level credits, ENG 101 and ENG 102

Suffolk University Prerequisites: Enrolled in the final semester at Roxbury Community College and a GPA of at least 3.00

University of Massachusetts -Boston Prerequisite: Enrolled in at least 12 credits at Roxbury Community College.

Wheelock College Prerequisites: An interest in education, social work, social science, or liberal arts Course enrollment is limited to: Social Work I, Social Work II, Child Life, Human Biology, Human Sexuality, and Social Issues.



STUDENT LIFE AND STUDENT ENGAGEMENT

CLUBS AND ORGANIZATIONS

The College recognizes that significant learning occurs outside the classroom. Through the Office of Student Life and Student Engagement, cultural, social, and recreational activities offer opportunities for students to share their ideas and experiences with one another in an atmosphere of acceptance and tolerance. All student clubs and organizations are assisted in their development through the Office of Student Life and Student Engagement. Although clubs and organizations vary in their activities from year-to-year, listed below are a sample the current clubs:

- Bible Club
- Brotherhood Initiative
- Cheerleading Club
- Chess Club
- Community Service Club
- Creative Writing and Poetry Club
- Criminal Justice Club
- Dance Club
- Economic Club
- Galileo Science Club
- International Multicultural
- Muslim Student Association
- Photography Club
- Pizza & Politics Club
- Nursing Club
- RCC Garden Club
- Sister 2 Sister Club
- Student Newspaper
- Technology Club
- Video Club
- Volleyball

(As of Fall 2012)

For more information contact the Director of Student Life and Student Engagement at (617) 541-5332, Academic Building, Room 353.

New organizations may be formed at the beginning of the fall semester. In order for a student club or organization to use the College name and facilities, you must submit an application for club recognition and have it approved by the Student Government Association. This form is available in the Office of Student Life and Student Engagement, Room 353 Academic Building. Each club must have a faculty or staff advisor, must be open to all students, and perform within the policies of the College and the Constitution of the Student Government Association.

BULLETIN BOARDS

Bulletin boards are located in every College building. Any material posted on College bulletin boards must be approved and stamped by the Office of Student Life and Student Engagement. Postings of unlawful, threatening, abusive, libelous, defamatory, and/or obscene material are prohibited.

Any material not stamped, or any material that is posted in places other than bulletin boards (i.e. pillars, walls and elevators), will be removed. All materials must be removed within 24 hours after the end of the activity.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is comprised of 12 elected students, chosen each year by their peers, to act as the official representatives of the student body at Roxbury Community College. SGA represents students when issues and policies affect student life at Roxbury Community College, advises the College governance structure by serving on all College governance committees, and acts as liaison between the College administration and students. SGA assists in planning activities and overseeing the allocation of funds to recognized student clubs and organizations. The SGA Office is located in the Academic Building, Room 130.

Student Government Association meetings are held weekly during the Tuesday activity period. All students are invited to attend. Meeting notices are posted on campus bulletin boards, TV monitors and My RCC.

STUDENT LOUNGE/GAME ROOM

The Student Lounge is located on the first floor of the Academic Building, Room 128. Cards, chess, and other board games for use in the lounges are available in the Office of Student Life and Student Engagement. The game room, where you can play ping-pong and pool, is located in the Academic Building, Room 132. Hours of operation are posted at the beginning of each semester.

INTERNATIONAL/MULTICULTURAL STUDENT INSTITUTE

The International/Multicultural Student Institute at Roxbury Community College located in the Academic Building, Room 130 will provide a central meeting place and resources clearing house for RCC students and members of the larger RCC community. The Institute will foster cross cultural understanding through various workshops, multicultural activities, forums, and other activities. The Institute aims to enhance the overall educational experience of RCC students by emphasizing the great value found in our cultural diversity.

STUDENT ATHLETICS

Roxbury Community College's Athletics Program offers students an opportunity to excel in both intercollegiate and intramural sports. Students learn the value of teamwork, discipline, responsibility, and personal integrity as they compete with other teams in the following sports:

- Intercollegiate Varsity Women's Basketball
- Intercollegiate Varsity Men's Basketball
- Men's Varsity Baseball
- Women's Track and Field
- Men's Track and Field
- Men's Varsity Soccer

In addition to team sports, the Roxbury Community College Athletics Program offers intramural activities in tennis and volleyball as well as physical education classes in aerobics, dance, martial arts, tennis, and weight training.

The Reggie Lewis Track and Athletic Center

The Athletics Program offers students the opportunity to participate in intercollegiate, intramural, and recreational activities. Intercollegiate teams exist for baseball (men), basketball (men and women), and track (men and women). The Reggie Lewis Track and Athletic Center at Roxbury Community College also offers other intramural activities, including soccer, tennis, and volleyball. Credit and non-credit classes in aerobics, dance, and Karate are offered to all students. For schedules or more information about the program offerings, contact the Athletics Department in the Reggie Lewis Track and Athletic Center at (617) 541-3535.

Reggie Lewis Track and Athletic Center (RLTAC) Membership

- An RCC student wishing to have a membership to the RLTAC must submit proof of current registration to the RLTAC Membership Office during its hours of operation.
- The student will be issued a membership card for that semester, which can be renewed for subsequent semesters, if the student shows proof of registration. Otherwise, the membership will expire at the end of each semester.



GRADING SYSTEM

GRADING POLICY

The following are general guidelines to the numeric significance of letter grades assigned for course work at the College.

The College respects the right of individual departments, programs, and individual faculty to use other scales as their curricula require, and supports the use of individual scales when articulated in their syllabus. However, if not articulated otherwise, College grades should be understood to represent the following percentages in student achievement.

Grade	Quality Points	Numeric Range	Interpretation
A	4.0	93-100%	Excellent
A-	3.7	90-92%	Excellent
B+	3.3	87-89%	Very Good
B	3.0	83-86%	Good
B-	2.7	80-82%	Good
C+	2.3	77-79%	Satisfactory Plus
C	2.0	73-76%	Satisfactory
C-	1.7	70-72%	Satisfactory
D+	1.3	67-69%	Unsatisfactory, Passing
D	1.0	60-66%	Unsatisfactory, Passing
F	0.0	59 or less	Unsatisfactory, Course Failure

GRADE POINT AVERAGE

Grade points earned in any course are found by multiplying the quality points assigned to the letter grade by the number of credits for the course. Your grade point average is determined by adding the total points earned in all courses that semester and dividing this total by the total credits attempted. The following is an example of the grades earned by a student:

Course	Grade	Quality Points	Attempted Credits	Total
English 101	A	4.0	3	12
Math 100	B	3.0	3	9
Science	F	0.0	4	0
Business 131	C	2.0	3	6

Total Quality Points: 27.0 Credits Attempted: 13 GPA = $27/13 = 2.08$

Certain Roxbury Community College academic programs require more than the minimum 2.0 GPA for a student to be considered in good academic standing and/or require a minimum grade of C for required courses. Students must comply with the program requirements and academic standards of the department. For information about specific program requirements and academic standards, see the sections of this catalog describing associate degree and certificate programs or contact an academic advisor.

NON-NUMERIC GRADES

AU Audit - A course is being audited. No grade is assigned to the course and no credit is earned.

AP Attended and Progressed - Only for Pre-College courses (Student must repeat course)

I Incomplete - A student has made satisfactory progress in a course and has completed most of the coursework except for a final paper or exam. This grade is given at the discretion of the instructor.

- FI** Incomplete - "F" from incomplete to be used when an "I" grade reverts to "F"
- P** Pass - Applies to non-credit courses only
- NP** Did not Pass - Applies to non-credit courses only
- R** Course was repeated
- S** Satisfactory (A-C equivalent) - Midterm evaluation only
- TR** Transferred Course(s) from another College or University
- U** Unsatisfactory (D-F equivalent) - Midterm evaluation only
- W** Withdrawal - The grade is student-initiated and officially withdraws the student from a course. A student may request a "W"(Withdrawal) grade on or before "Last Day to Withdraw from Classes" deadline by completing a "Withdrawal Form", with all required signatures, and submitting the form to the Registrar. The dean may approve a late withdrawal for extenuating circumstances.
- WA** Administrative Withdrawal - The grade is faculty or administrator-initiated, and officially withdraws a student from the course. The "WA"(Administrative Withdrawal) grade is given to students who have, according to the instructor's "Attendance Policy", abandoned a course at or before the mid-term. The "WA" grade is submitted by the faculty member at the time of mid-term grades. The dean may initiate a "WA" after mid-term for extenuating circumstances, including involuntary withdrawal of a student from the course.
- WIP** Work-In-Progress - No grade submitted by instructor.
- NA** Never attended class

INCOMPLETE GRADE

The letter grade "I" (Incomplete) may be given to a student at the instructor's discretion with an 'Incomplete Grade Contract' when a student has made satisfactory progress in a course and has completed most of the work, but for reasons beyond the student's control, has not completed a significant course requirement such as the final exam or paper. Students receiving an "I" must submit all work necessary to complete the course by the last day of final exams in order to receive credit for that course. (Students enrolled in a Fall semester course must complete the work by the end of the following Spring semester; students enrolled in a Spring or Summer course must complete the work by the end of the following Fall semester.) Requests for extensions beyond the deadline must be submitted in writing by the student with faculty (or Dean in absence of faculty member) approval to the Registrar's office before the deadline date. Requests for extensions will not be considered after the deadline passes, at which time the "I" grade will convert to an "F" grade. Under no circumstances can an "I" grade be changed to a "W," "WA" or "NA" grade.

AUDIT GRADE

Through the auditing privilege, a student may be permitted to enroll in a course without receiving course credit or accumulating points toward their GPA. Students registering for a course on an audit-only basis will be charged the same tuition and fees for the course as if they were taking the course for credit. A mark of "AU" will be recorded for the course on the student's transcript. An audited course does not show credits attempted or earned and will not be considered by the Financial Aid office when awarding financial aid. Courses taken as "AU" must be identified prior to the beginning of class.

CHANGING A GRADE

Students must see their instructor regarding any dispute over grades. The instructor who issued the grade must submit all grade changes in writing to the Registrar's office. Petitions for grade changes will not be accepted 30 days after the end of the semester during which the class was held.

RCC ACADEMIC STANDING POLICY

RCC Academic Standing Policy (2012-2013)

2012-2013 Academic Year

All RCC students are expected to make satisfactory academic progress toward the completion of their certificate or degree. A student's academic standing indicates the progress toward that certificate or degree.

Students should be aware that the standards are similar to those used by Financial Aid to determine good satisfactory progress. Please refer to the Financial Aid Satisfactory Academic Progress Policy, which can be found in the student handbook.

We strongly encourage all students to work closely with their academic advisor to ensure they complete the course requirements successfully.

The Academic Standing table below shows a student's academic standing in relation to cumulative credits attempted, GPA, and credit completion rate.

NOTE: % Completion represents the total credits earned divided by the total credits attempted at RCC.

Cumulative Credits Attempted**

Criteria	0 - 14	15 - 29	30 - 44	>= 45
Less than 66.67% completion	W	P	S*	D*
Cumulative GPA 0.00 - 1.69 and > or = 66.67% completion	W	P	S*	D*
Cumulative GPA 1.70 - 1.99 and > or = 66.67% completion	G	G	S*	D*
Cumulative GPA 2.00 - 4.00 and > or = 66.67% completion	G	G	G	G
A student who has not earned a degree or eligible certificate program after attempting 150% of college-level credits is not eligible for financial aid.***	Financial Aid Suspension			

G- Good Standing

W-Warning **P-** Probation **S-**Suspension

D- Dismissal

* Students on Academic Suspension or Academic Dismissal are not eligible for financial aid.

** Credits for which the student is registered at the completion of the Add/Drop period.

*** Transfer credits (TR) accepted by RCC towards the student's program of study will be considered attempted and earned as it applies to the 150% rule. Please refer to the Financial Aid Satisfactory Academic Progress Policy for more information.

Good Academic Standing

The College considers a student to be in Good Academic Standing if the student successfully completes 66.67% (2/3) or more of the total number of credits attempted with a cumulative¹ grade point average (GPA) of 1.70-1.99, if a student has only attempted 0-29 credits. Once a student has taken 30 or more credits the student will be in Good Academic Standing if the student successfully completes 66.67% (2/3) or more of the total number of credits attempted with a cumulative grade point average (GPA) of 2.00 or higher. Courses with a grade of AP, I, F, W or WA are not considered to be completed successfully. However, courses with a grade of AP, I, F, or W will be considered attempted credits.

PLEASE NOTE: If you receive an incomplete (I) grade and you do not pass the course by the end of the following semester with a grade of C or better, you may be responsible for paying back financial aid that was received if this would change the calculation for Satisfactory Academic Progress.

Academic Warning

A student in the Academic Warning Range will be placed on Academic Warning for the following semester. The student must meet with a member of the Advising Center staff to develop an academic plan to improve academic standing. This educational improvement plan *may* include, but is not limited to one or more of the following components:

- Reduction in the student's course load (e.g. 10-credit maximum)
- Assessment and/or re-assessment to ensure correct course placement
- Required participation in one or more academic support programs (Tutoring, Writing Center, Math Lab, Supplemental Instruction, or Language Laboratory)
- Repeat all grades of "F"

Students will be removed from Academic Warning when they are in the Good Academic Standing Range.

Academic Probation

A student in the Academic Probation Range will be placed on Academic Probation for one semester. Students on probation must comply with all of the components of the academic plan and are required to meet regularly with their assigned academic advisor to discuss academic progress and review resources available to the student to improve their academic standing. If, at the end of the probationary semester, the student's academic standing has not improved to the level of Good Academic Standing (as defined in the Academic Standing Chart), the student will be placed on Academic Suspension.

Academic Suspension

Once a student has been placed on Academic Suspension, he or she will not be allowed to enroll in any classes for **one** semester. After the suspension period has expired, a student may apply for readmission to the college. The returning student must meet with a member of the Advising Center staff and discuss the specific steps to help ensure academic success. The returning student will be placed on probation upon returning to RCC and must comply with all the components of Academic Probation and achieve a term GPA of 2.5. A student may appeal the Academic Suspension. Please refer to the section below concerning the Appeals Process.

¹ Cumulative Grade Point Average is determined by averaging grades from all ESOL, developmental courses, and college-level classes taken at RCC.

Academic Dismissal

If at the end of the semester following the Academic Suspension, the student's term GPA was not 2.5 or above and his/her academic standing has not improved to the level of Good Academic Standing (as defined in the Academic Standing Chart), the student will be dismissed from Roxbury Community College for a period of **no less than two semesters**.

Once a student has been placed on Academic Dismissal, he or she will not be permitted to re-apply as a degree seeking student for one academic year. A student who is readmitted after the dismissal period will be placed on Academic Probation. A student may appeal the Academic Dismissal. Please refer to the section below concerning the Appeals Process.

A student who is placed on academic warning, probation, suspension or dismissal will be notified in writing by the Office of Academic Advising at the conclusion of each semester.

A student who is placed on Academic Suspension or Dismissal may enroll in RCC non-credit courses.

Students should be aware that their academic standing will be noted on the official transcript.

Suspension and Dismissal Appeals Process

All students suspended or dismissed for unsatisfactory progress may appeal to have the sanction lifted. The College recognizes that special or unusual circumstances can negatively affect performance. A student who has been placed on academic suspension or dismissed from college may file an appeal before the start of classes each semester with the Advising Center.

Appeals will only be heard for special or unusual circumstances that have negatively impacted the student's academic performance. It is the student's responsibility to present a compelling argument to the Dean as to why he or she should be readmitted. The Dean of Student Success or designee will carefully review the information and/or documentation deemed relevant to rendering a fair decision by either granting the student permission to re-enroll or permanently dismissing the student from the College. *Academic reinstatement does not automatically reestablish eligibility for Financial Aid.* Please refer to the Financial Aid Satisfactory Academic Progress Policy for more information on the Financial Aid Appeals process.

The decision of the Dean of Student Success or designee is **final**.

Academic Progress Appeal Forms can be obtained from the Office of Academic Advising.

RCC Academic Standing Policy (2013-2014)

2013-2014 Academic Year

All RCC students are expected to maintain good academic standing toward the completion of their certificate or degree. A student's academic standing indicates the progress toward that certificate or degree based upon a minimum satisfactory cumulative grade point average (GPA) required each semester.

Students should be aware that these standards differ from those used by Financial Aid to determine good satisfactory academic progress. Therefore, a student may be eligible to maintain enrollment in their program of study, but not be eligible for Financial Aid. Please refer to the Financial Aid Satisfactory Academic Progress Policy for more information.

We strongly encourage all students to work closely with their academic advisor to ensure that they register for a credit load that will enable them to balance family and work responsibilities with the ability to complete their coursework successfully.

Good Academic Standing

The College considers a student to be in Good Academic Standing if they meet the following minimal cumulative² grade point average (GPA).

CREDITS ATTEMPTED	MINIMUM CUMULATIVE GRADE POINT AVERAGE
0-12	1.50
13-30	1.70
31 or more credits	2.00

PLEASE NOTE: If you receive an incomplete (I) grade and you do not pass the course by the end of the following semester with a grade of C or better, you may be responsible for paying back financial aid that was received, if this would change the calculation for Financial Aid Satisfactory Academic Progress.

Academic Warning

Students who fail to maintain the minimum cumulative grade point average for any semester will be placed on academic warning. Students on academic warning must consult with an academic advisor and take advantage of academic support services provided by the college by agreeing to and following an academic plan. It is not sufficient to consult with a faculty advisor.

Academic Probation

A student is placed on Academic Probation after failing to meet the academic plan following a semester on Warning status. Students have two consecutively enrolled (this is defined as NOT including summer) semesters of attendance to raise their cumulative grade point average to a level that places them in good academic standing. A student who does not raise his/her cumulative grade point average to the level of good academic standing after two consecutively enrolled semesters of attendance will be suspended for one semester. Students on Academic Probation will be notified in writing by the College and are required to report to the Advising Center and can no longer report to his/her faculty advisor. A student may appeal the Academic Probation. Please refer to the section below concerning the Appeals Process.

Academic Suspension

Once a student has been placed on Academic Suspension, he or she will not be allowed to enroll in any classes for **one** semester. After the suspension period has expired, a student may apply for readmission to the College. The returning student must meet with a member of the Advising Center staff and discuss the specific steps to help ensure academic success. It is not sufficient to meet with his/her faculty advisor. The returning student will be placed on probation upon returning to RCC and must comply with all the components of Academic Probation, the academic plan, and achieve a term GPA of 2.5. A student may appeal the Academic Suspension. Please refer to the section below concerning the Appeals Process.

A student who is placed on academic warning, probation, or suspension will be notified in writing by the Office of Academic Advising at the conclusion of each semester.

A student who is placed on Academic Suspension may enroll in RCC non-credit courses.

Students should be aware that their academic standing will be noted on the official transcript.

² Cumulative Grade Point Average is determined by averaging grades from all ESOL, developmental courses, and college-level classes taken at RCC.

2012-2014 Suspension and Appeals Process

All students suspended for unsatisfactory progress may appeal to have the sanction lifted. The College recognizes that special or unusual circumstances can negatively affect performance. A student who has been placed on academic suspension from college may file an appeal before the start of classes each semester with the Advising Center.

Appeals will only be heard for special or unusual circumstances that have negatively impacted the student's academic performance. It is the student's responsibility to present a compelling argument to the Dean for Student Success for the reason that he or she should be readmitted. The Dean for Student Success or designee will carefully review the information and/or documentation deemed relevant in rendering a fair decision by either granting or denying the student permission to re-enroll. *Academic reinstatement does not automatically reestablish eligibility for Financial Aid.* Please refer to the Financial Aid Satisfactory Academic Progress Policy for more information on the Financial Aid Appeals process.

The decision of the Dean for Student Success or the designee is **final**.

Academic Progress Appeal Forms can be obtained from the Advising Center.

2012-2014 Program Changes

A student who wishes to change his or her program of study must be aware that the change becomes effective at the beginning of the following semester. A student should consult an academic advisor, not faculty advisor, to understand the time implications in completing program requirements. A student should also consult Financial Aid to understand the implication on the 150% Rule and the impact that rule has on the Lifetime Pell Award.



ACADEMIC POLICIES AND PROCEDURES

FIRST SEMESTER ENROLLMENT POLICY

Matriculating students whose placement results indicate the need for pre-college skills development are required to take those courses as a priority in their first semesters before focusing on 100-level course work, with the exception of ACS 102, The College Experience, which every student must take in their first semester. Depending on the number of pre-college courses required, students must add courses to their first semester registration in the following order: (1) ACS 102, The College Experience; (2) pre-college English classes; (3) pre-college math classes; (4) other courses. An exception can be made for only one course per semester towards a student's degree. In the student's second semester the continuation of this skills development should remain a priority, and the addition of pre-college science is advised.

ACADEMIC HONESTY

Roxbury Community College values academic honesty as a measure of intellectual integrity and student progress. Dishonesty, displayed through plagiarism or cheating on academic assignments, provides grounds for disciplinary action.

Plagiarism

Plagiarism is defined in the Student Handbook, Student Code of Conduct as the following: "Plagiarism – Includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. This would also include material that is obtained from the computer."

Some examples include: quoting from a published work without using quotation marks and identifying the author; and using ideas and information from another person's work without acknowledging the source, even if the exact words are not copied.

In order to avoid unintentional plagiarism, students should familiarize themselves with the mechanics of documentation and carefully follow the documentation styles recommended by their professors. Commonly used documentation styles are MLA (Modern Language Association), APA (American Psychological Association), and CMS (Chicago Manual of Style). Handbooks explaining these styles are on reserve at the library.

Cheating

Cheating is defined in the Student Handbook, Student Code of Conducts as the following: "Cheating – Includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff. Cheating shall also include the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Taking credit for work done by another person or doing work for which another person will receive credit. Copying or purchasing other's work or arranging for others to do work under a false name."

CLASS ATTENDANCE POLICY

Students are expected to attend all scheduled class meetings. If a student is unable to attend a class, it is the student's responsibility to make up work that was missed as a result of the absence. Each faculty member defines excessive absence in the course syllabus. If a student is excessively absent, a failing grade may be given for the course. Roxbury Community College supports and enforces the attendance policy as stated on every course syllabus. Students who have missed, or know that they will miss, more than three consecutive classes due to illness should contact their dean and academic/faculty advisor. Upon receipt of documentation regarding the illness, the dean will notify the appropriate faculty in writing that the student's absence was due to a documented illness. However, it is up to the faculty member and his/her class attendance policy as to whether such absences may be excused or not.

Chapter 151C. Fair Educational Practices

Section 2B. Absence of student due to religious beliefs

Section 2B. Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the list of available courses.

CLINICAL EXPERIENCE RESPONSIBILITIES

All students enrolled in programs that require clinical experience are expected to adhere to all stated objectives of the program. Students are expected to conduct themselves in a manner that upholds the professional standards they encounter during their clinical experiences.

The College reserves the right to suspend and/or remove students from the clinical experience if their behavior is considered inappropriate. Removal from a clinical experience may adversely affect a student's prospects for completing the requirements of his or her degree program. Students may appeal their removal in writing addressed to the Vice President of Academic Affairs.

CREDIT HOUR REQUIREMENTS

A full-time student is a student who is registered for 12 or more credit hours during the day or 9 credits in the evening during a single semester. A part-time student is one who is registered for less than 12 credit hours during a single semester. Day students can register for a maximum of 16 credit hours during the fall and spring semesters and up to six (6) hours during the summer session. Evening students may register through the Division of Continuing Education for a maximum of 12 credit hours during the fall and spring semesters and up to nine (9) credit hours during the summer session. Students with a cumulative GPA of 2.75 or higher may register for up to three (3) additional credit hours with the consent of the Division Chairperson (for day students) or a DCE counselor (for evening students). Eligible students must submit the appropriate form with the required signatures to the Enrollment Center prior to registering for the additional courses.

TRANSFER CREDITS FOR STUDENTS ENTERING RCC

Transfer credits for individual courses will be awarded to students transferring to Roxbury Community College under the following conditions:

- the student must present to the Registrar's office an official, signed, and sealed transcript from an accredited college or university;
- to be accepted for transfer credit, a grade of "C" or higher in a college-level course (100 level or higher) must have been earned from a regionally accredited college or university;
- a course for which a passing ("P") grade was earned in a college-level course may be accepted for transfer credit as a general elective only if the student/institution can demonstrate that the Passing grade "P" is equivalent to a "C" or higher;
- course descriptions may be required for transfer credit approval if the course for which the transfer credit is sought is required in the student's program of study or fulfills a general elective requirement;
- courses to be considered for transfer credit must be offered at RCC;
- science, computer and certain specialty courses taken five or more years prior to enrollment at RCC will not be accepted for transfer credit;
- college credits earned outside of the United States recorded in a foreign language must be translated and evaluated by the appropriate agency, at the student's expense, before transfer credit can be approved. The translation must reflect grades and credit values equivalent to RCC's;
- a maximum of 30 credits may be transferred to RCC from an accredited college or university for an associate degree;
- maximum 12 credits for certificate program.

ADVANCED PLACEMENT POLICY

Students who take Advanced Placement courses and an Advanced Placement Test of the College Board in secondary school may be awarded advanced placement and credit at the College. Credit is granted on the basis of a three or higher score on the Advanced Placement Test.

COLLEGE LEVEL EXAMINATION PROGRAM POLICY

The College Level Examination Program (CLEP) exam provides an opportunity for students to earn college credit for knowledge and skills developed professionally or through life experiences.

Students may elect to take CLEP exams and have them counted toward their Roxbury Community College degree requirements. When CLEP exam credit is awarded, it will appear as transfer credits on the student's Roxbury Community College transcript and will not be calculated into their GPA.

Students must present an official CLEP transcript to the Roxbury Community College Registrar's office reflecting the results of the examination in order to receive credit.

Students may request a CLEP transcript by using the form included with their score report from CLEP Services, or write to CLEP Transcript Services, P.O. Box 6600, Princeton, NJ 08541-6600.

As with other forms of transfer credit, the Roxbury Community College Registrar's office will not pass on information regarding CLEP scores to other institutions. The minimum scores required for all CLEP exams accepted by Roxbury Community College are outlined on the next page.

GENERAL EXAMS

Name of Exam	RCC Course Requirement Fulfilled	Credit Awarded	Score Required for Receiving Credit
English Composition	Freshman College Comp	3	50*

*Also requires 2 essays

SUBJECT EXAMS

History & Social Science	RCC Course Requirement Fulfilled	Credit Awarded	Score Required for Receiving Credit
Human Growth and Development	Human Growth and Development	3	50
Introduction to History of the United States I: Early Colonializations to 1877	US History I	3	50
Introduction to History of the United States II: 1865 to Present	US History II	3	50

Psychology & Sociology	RCC Course Requirement Fulfilled	Credit Awarded	Score Required for Receiving Credit
Introduction to Psychology	General Psychology	3	50
Introduction to Sociology	Introduction to Sociology	3	50

Foreign Languages	RCC Course Requirement Fulfilled	Credit Awarded	Score Required for Receiving Credit
College French Level I	French I and French II	6	50
College Spanish Level I	Spanish I and Spanish II	6	50

Composition and Literature	RCC Course Requirement Fulfilled	Credit Awarded	Score Required for Receiving Credit
American Literature	Literature in America I & II	6	50**

**Also requires 1 essay

Mathematics and Science	RCC Course Requirement Fulfilled	Credit Awarded	Score Required for Receiving Credit
College Algebra	College Math	3	50

Business	RCC Course Requirement Fulfilled	Credit Awarded	Score Required for Receiving Credit
Principles of Accounting	Principles of Accounting I & II	3	50
Introductory Business Law	Business Law	3	50
Principles of Management	Management I	3	50
Principles of Marketing	Introduction to Marketing	3	50

Computer Science	RCC Course Requirement Fulfilled	Credit Awarded	Score Required for Receiving Credit
Information Systems and Computer Applications	Introduction to Computer Information Systems	3	50

For further information regarding CLEP Examinations, contact the Testing office.

PROCESS FOR AWARDING CREDIT FOR NON-COLLEGE COURSES, PROGRAMS, OR TRAININGS

In order for any non-college course, program, or training to be considered for credit at Roxbury Community College, a similar course must be offered at this institution.

Students wishing to be granted credit for any community courses must meet the admission requirements of the College. Admission is open to anyone with a high school diploma or the equivalent. To provide the background needed for individuals without a high school diploma or a G.E.D. certificate, the College, through its Division of Continuing Education and Community Services, offers G.E.D. preparation courses.

Additionally, the student requesting credit must use these credits toward matriculation at Roxbury Community College. They are not intended to be used for transfer credit to another institution.

Process:

- The community agency will present the proposed course to the appropriate Division Dean. It must include the following information:
 - a. Syllabus for each course
 - b. Learning outcomes
 - c. Total hours of training
 - d. Qualifications of faculty
 - e. Competencies

- f. Method of measuring outcomes
 - g. Job placement information
 - h. Licensure, certification, or accreditation information
 - i. Books and materials
- Appropriate faculty and division dean will review information to determine if the community-based course is equivalent to the course being offered at RCC based on the information from items a-i above
 - Departmental faculty and/or Division Dean will present these community course(s) to the Curriculum Committee. The Committee will review and vote on recommending approval of granting credit. Recommendation will be forwarded to Academic Vice-President.
 - Final approval is recommended by Acuerdo and granted by the President of the College.

ACADEMIC STANDING POLICIES

All students should be aware of institutional standards for Satisfactory Academic Progress. In addition, students receiving financial aid must maintain satisfactory progress in order to remain eligible for financial aid. A student receiving financial aid that has not successfully completed the minimum number of credit hours and/or earned the minimum GPA is subject to financial aid suspension. The criteria for financial aid eligibility and Satisfactory Academic Progress are different.

For more information on criteria for financial aid eligibility, see the Financial Aid section of this catalog. For information on Academic Standing, see the Grading and Academic Progress section.

CHANGING ACADEMIC PROGRAM OR CONCENTRATION

To change program of study, the student must:

1. Obtain a Change of Program form from an Academic Advisor or the Registrar in the Enrollment Center.
2. Meet with his or her academic faculty advisor to discuss the change of program.
3. Complete the Change of Program form and obtain the appropriate signatures.
4. Return the completed form to the Registrar's office in the Enrollment Center.

NOTE: A student may not register for courses in the new Program of Study until the form has been processed by the Registrar. When a program change is approved, the student must meet all graduation requirements in effect at the time of the program change. Please be aware that a program change may lengthen the time needed to complete graduation requirements.

ADDING AND DROPPING COURSES

Both associate degree- and certificate-seeking students must meet with an academic advisor before adding or dropping a course. New degree or certificate students must provide placement test results for English, Math, and/or Science before they are allowed to add a course. A returning student must provide an assigned advisor with a copy of his or her transcript before adding a course as evidence that the student has satisfied the prerequisite(s) for the course(s) being added. Permission to enter the class is granted at the instructor's discretion. All override forms must be submitted by the Add/Drop deadline.

Students may add or drop a course during the official Add/Drop period listed in the College's

academic calendar. To add or drop a course, students must file an Add/Drop form with the Registrar's office. Courses dropped within the Add/Drop deadline will not be recorded on the student's transcript. Courses may be added on a space-available basis in accordance with class size and room capacity limitations. If a student wishes to add a course that has already reached maximum enrollment, the student must request permission from the instructor and have the instructor sign an Enrollment Override Form to be submitted to the Registrar's office along with the Registration Form at the time of registration. Attending another course, or course section, without completing an Add/Drop form could result in a failing grade for that course.

ADMINISTRATIVE ADD/DROP

An instructor or administrator may not cancel the registration of a student who has officially registered for a course, except in the following circumstances:

- the student has not met the prerequisite(s), or
- the faculty member has determined, after consultation with the Director of Assessment, that the student has been placed in the wrong level. Students may appeal the removal from the course with the appropriate division dean, or
- for non-attendance during the first week of the semester.

ADMINISTRATIVE DROP POLICY

If a student has not attended a class period of a course by the end of add/drop period, the faculty member or dean may administratively drop the student from the course. The instructor will write "Administrative Drop" in lieu of the student's signature on the "Course Change Form."

COURSE WITHDRAWAL

Students may withdraw from a course after the official Add/Drop period and before the end of the designated withdrawal period listed in the academic calendar. Courses withdrawn during this period will be recorded as "W" on the student's transcript. The "W" grade is not calculated in the academic Grade Point Average; however, a course withdrawal can negatively impact the student's financial aid status. To withdraw from a course, a student must:

- complete the withdrawal form;
- obtain the instructor's signature;
- obtain the advisor's signature; and
- submit the form to the Registrar's office and Business office.

The instructor's signature indicates awareness of the withdrawal but does not necessarily signify approval. Failure to attend class after the Add/Drop period does not constitute withdrawal from the course. Students who do not follow procedures for withdrawing from a course in which they are enrolled may receive a failing grade for the course.

LEAVE OF ABSENCE

A student in good academic standing may request a leave of absence from the College for one or more semesters. A Leave of Absence form must be completed and submitted to the Registrar's office prior to the end of the semester in which the student is currently enrolled.

WITHDRAWAL FROM THE COLLEGE

Withdrawal from the College may occur at any time during the course of a semester. Students must complete a Withdrawal form, available in the Registrar's office, and follow the steps required for withdrawal from the College. Students receiving financial aid must schedule an exit interview with a Financial Aid representative.

Students who withdraw between the second and tenth week of full-length courses will receive "W's" on their transcripts. Students wishing to withdraw after the tenth week will receive "F's" on their transcripts. (For shorter semesters, this time frame will be prorated.) Ceasing to attend class (es) does not constitute official withdrawal from the College. Failure to formally withdraw may affect a student's academic standing, financial aid and financial obligation to the College.

Following receipt of the completed withdrawal form, the Registrar's office will inform other offices throughout the College of the student's withdrawal. Withdrawal from the College terminates a degree program. Students who withdraw must reapply for admission.

COURSE REPEAT POLICY

Students may receive Financial Aid for a required course in which they receive a D or higher, one time. However, Financial Aid will not pay for a repeat course if a student obtained the highest grade for that course. Financial Aid will not pay for additional repeats of a course that the student has passed. Conversely, there is no limit to the number of times a student may be paid to retake a failed course (F). However, if the student has previously passed that course, Financial Aid will not pay for an additional repeat.

When a student repeats a course and receives a higher grade, the lower grade is no longer computed into the grade point average. However, both the original and subsequent grade earned will remain on the student's permanent record. For example, if a student receives a D in a course and retakes the course and receives a C-, the C- will replace the D in the student's GPA. However, the D will remain on the student's transcript. If the grade for the repeated course is the same, or lower, than the previous grade, then the credits will not count toward the student's degree. Please note, every time a student repeats a course that course is applied to a student's attempted and earned credits, as it relates to the satisfactory academic progress policy and the 150% rule.

Courses that are officially dropped or withdrawn will not impact the repeat course policy. However, withdrawn courses will count as credits attempted. It is important to note that the College's standards for satisfactory academic progress for federal financial aid require that a student be able to complete a program or degree within 150% of the credits required for that program or degree. Excessive repeat courses and withdrawals will have an impact on this requirement. All courses attempted, including withdrawals, are counted towards the 150% calculation.

*Please note: There may be an exception for students enrolled in Health Sciences Division Programs. Please refer to the program Handbook.

INDEPENDENT STUDY

Students who have earned twelve or more college credits in good academic standing, with a minimum GPA of 2.75, may under certain circumstances apply to enroll in a college-level course as an independent study. Enrollment in a course as an independent study requires approval of both the professor and the Division Dean. Independent study will not be approved for regularly offered and running courses. Courses selected for independent study must be listed in the current College catalog.

The student and faculty member must draw up a mutually-agreed-upon plan of action. This plan must include goals and objectives to be accomplished, methods of assessment, required instructional materials, and a schedule of meetings between the student and faculty member. The student must meet with the faculty member to develop this plan of action. If the student and faculty member agree to this plan, a contract form containing the required signatures must be approved by the Division Dean. The independent Study Contract form is available in the Registrar's office. This form must be submitted by the student to the Registrar's office by the end of the third week of the semester. Failure to submit the completed and approved contract form to the Registrar's office on time may result in no credit being awarded for the course.

TRANSCRIPT REQUESTS

Transcripts are available in the Registrar's office in the Enrollment Center for a fee of \$5.00. A Transcript Request Form must be completed and submitted. Allow five business days for processing requests. A same-day official transcript may be obtained for \$10.00. Transcripts will not be released if the student has outstanding financial obligations to the College.

CHANGE OF NAME OR ADDRESS

Students who change their name or address while enrolled at the College must provide proof of the change and complete a Change of Name/Address Form available at the Registrar's office in the Enrollment Center.

POLICY FOR GRADUATION SCHEDULE

Graduation

RCC has two graduation dates each year with only one Commencement ceremony in May:

1. December Graduation

Students who complete their degree or certificate requirements during the summer sessions or during the Fall Semester may have their degrees or certificates conferred in December. The students' transcripts will reflect the December "degree conferred date."

Schedule:

The deadline to apply for December graduation is the first Monday in November of the graduation year. All December graduates are invited and encouraged to participate in the following May Commencement Ceremony.

2. May Graduation

Students who complete their degree or certificate requirements during the Spring Semester will have their degrees and certificates conferred during the traditional May Commencement Ceremony. The students' transcripts will reflect the May "degree conferred date."

Schedule:

The deadline to apply for May graduation is the first Monday in March of the graduation year.

Application

In order to officially graduate from RCC, a student must complete and submit an Application for Graduation Form available at the Registrar's office (Administration Bldg #2, RM 102) by the announced deadline.

All December and May graduates are invited and encouraged to participate in the May Commencement Ceremony. However, students must have met all course requirements and financial obligations in order to participate.

TIME LIMITS FOR GRADUATION

Students are strongly encouraged to complete their degree or certificate in a timely fashion. The College reserves the right to change and update its course and program offerings; therefore, a student who does not complete a program within a few years could find that some courses required are no longer offered. The College will attempt to accommodate such students, but the student should be prepared to take (and pay for) alternative courses either at RCC or at another college in order to fulfill the degree requirements.

Please be advised that the College is not required to save a student's admissions or registration materials longer than five years after the student's last date of attendance. Therefore, it is in the student's interest to retain pertinent academic records and to earn the degree/certificate in a timely manner.

POLICY ON AUDIO/VIDEO RECORDING IN THE CLASSROOM

As part of the education and learning experience, students routinely take notes during class lectures. In addition, students and instructors may wish to record lectures and other classroom presentations. Lecture notes and recordings involve issues related to the intellectual property rights of instructors and the privacy rights of students. To protect these rights, Roxbury Community College has adopted the following policy to govern these activities in the classroom.

Instructors' Intellectual Property Rights

Individual Roxbury Community College instructors retain intellectual property rights to their lecture and class presentations and related material; notes or class materials may not be exchanged or distributed for commercial purposes, for compensation, or for any purpose other than study by students enrolled in the class. Unauthorized use of class notes or recordings is subject to the federal Copyright Act, the General Laws of Massachusetts, and Roxbury Community College policy and may subject an individual to legal proceedings brought by the instructor as well as action by the College.

Note-Taking

Class notes may be written by students enrolled in a class during lectures or other class presentations for purposes of individual or group study. If an enrolled student is absent, another enrolled student may take notes to share with the absent student. Students are not allowed to distribute lecture notes to anyone who is not an enrolled student in the same class.

Audio and/or Video Recording by Students for Study Purposes

With the prior permission of the instructor and the consent of other students in attendance, an enrolled student may make an audio recording of the lecture or class presentations only for the purposes of individual or group study with other students enrolled in the same class. Students must obtain prior permission from the instructor each time they wish to make a recording. The instructor must assure that each student attending the class on that occasion is aware of the recording and has agreed to be recorded. Student-initiated video recording and use of any other electronic means of capturing or transmitting class presentations or lectures for note taking purposes is not permitted in classes.

Policy on Cell Phone Use in Classes

In order to safeguard the integrity of every student's focused learning experience, phones should be turned off or on silent. Students with phones on silent should ignore routine calls, and leave the room before answering calls for a true emergency. Speaking, texting, or any other use of the phone which is disruptive, distracting, or creates opportunities for academic dishonesty, as defined by the instructor, is forbidden.

Third-Party Note-Taking and Recording

No third party will be allowed to attend classes on behalf of an enrolled student, with the exception of those authorized through the Special Needs Coordinator on behalf of an enrolled disabled student.

Recording by Instructors to Meet Course Learning Objectives

Instructors may make audio or video recordings of presentations for instructional purposes related to that course at Roxbury Community College. Subsequent use of the recording requires the written permission of everyone captured in the recording. The recordings may not be shown or distributed to any other individual or group without the express written permission of every person recorded in that class.



INSTITUTIONAL POLICIES

AFFIRMATIVE ACTION

One of the many strengths that enables Roxbury Community College to fulfill its mission is the existing diversity of its faculty, staff and students. The College recognizes and assumes its legal, moral, and social responsibility to address racism and ethnic, cultural and religious bias and intolerance. Roxbury Community College works diligently to promote a policy of non-discrimination, affirmative action, and inclusion. Roxbury Community College maintains and promotes a policy of non-discrimination in employment and education on the basis of race, creed, religion, gender, sexual orientation, age, disability, veteran's status, marital status, and national origin. The College is committed to a policy of affirmative action, equal access, equal opportunity, equal education, nondiscrimination, and diversity.

The complete text of this policy is available in the office of the Human Resources.

CHILDREN ON CAMPUS

It is inappropriate and often disruptive for children to attend classes with their parents. Please make arrangements to have dependable day care for children, especially during February and April vacations when public schools are closed. When children are on campus they must be supervised by an adult at all times.

CORI/SORI POLICY

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal offender Record Information (CORI) check and/or a Sex offender Registry Information (SORI) CHECK. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. Sex offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Director of Human Resources at (617) 541-5386.

SEXUAL HARASSMENT

Introduction

Roxbury Community College is committed to providing and promoting an educational environment and workplace that is free of sexual harassment. Sexual harassment of students or employees occurring in the classroom or the workplace is unlawful and will not be tolerated by the College. Any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is also unlawful. To maintain our goal of providing a workplace and campus that is free from sexual harassment, this policy provides a procedure by which inappropriate conduct will be dealt with, if encountered by students or employees.

Allegations of sexual harassment will be taken seriously, and will be responded to promptly. Complaints of sexual harassment and inappropriate conduct will be investigated in a timely manner

and the College will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is as follows: "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment or academic decisions; or
- b. Advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic or work performance by creating an intimidating, hostile, humiliating or sexually offensive learning or working environment.

Under these definitions, direct or implied requests by a supervisor or instructor for sexual favors in exchange for actual or promised job or academic benefits constitute sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a hostile, offensive, intimidating, or humiliating workplace or academic environment to employees or students may also constitute sexual harassment.

The following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons or images;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and, Discussion of one's sexual activities.

All employees and students should take special note that retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful.

Complaints of Sexual Harassment

If any student or employee believes that he or she has been subjected to sexual harassment, the student or employee should file a complaint with the Vice President for Enrollment Management who is the Title IX Coordinator/Students, with the Chief Human Resources Officer, who is the Title IX Coordinator/Employees, or with any Campus Security Authority (CSA) listed on the RCC.edu web site.

Sexual Harassment Investigation

When a complaint or report alleging sexual harassment is received, the matter will be handled promptly with the goal of making the individual filing the complaint feel as safe and supported as possible during this process. The investigation will be conducted confidentially, to the extent practicable. If it is determined that a policy violation has occurred, prompt action will be taken to

eliminate the offending conduct, and where appropriate, disciplinary action will be imposed. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, where applicable.

Disciplinary Action

If it is determined that a violation of this policy has occurred the College will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment or expulsion from the College. Such disciplinary action shall be consistent with the appropriate collective bargaining agreement, where applicable.

State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the governmental agencies listed below. Filing a complaint under this Policy does not prohibit you from filing a complaint with these agencies.

- United States Equal Employment Opportunity Commission ("EEOC")
John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203
1-800-669-4000
- Massachusetts Commission Against Discrimination ("MCAD")
Boston Office: One Ashburton Place - Room 601, Boston, MA 02108
(617) 994-6000
- The Office for Civil Rights, U.S. Department of Education Government Center, J.F. Kennedy Federal Building – Room 1875, Boston, MA 02203
(617) 289-0111 – TDD: 877-521-2172

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Students are informed of their rights under this act through the College Catalog and Student Handbook. They are:

1. The right to Inspect and Review the student's educational records within 45 days of the day the College receives request for access. Students should submit to the Registrar, dean, head of academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the students of the time and place where the records may be inspected.

If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to Challenge Records and request the amendment of the student's educational record that the student believes is inaccurate or misleading. Students may ask the College to amend a record they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to Record Disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit, personnel, and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
4. The Right of Complaint is the ability to file a complaint with the US Department of Education concerning alleged failures by Roxbury Community College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance office

US Department of Education

600 Independence Avenue, SW

Washington, DC 20202-4605





DIVISION OF CONTINUING EDUCATION

MISSION

Throughout its history at Roxbury Community College, the Division of Continuing Education (DCE) has offered day, weekend, and evening non-credit courses for workforce development, corporate education, and adult learning. In addition, credit courses are offered through its academic divisions. DCE is a dynamic, fluid division within Academic Affairs. The faculty is well-versed in theoretical and practical experience and provides knowledge and cutting-edge skills training to their students. DCE courses are structured to be flexible, timely, affordable, and accessible which allows students to balance careers, family and other obligations while pursuing a college education.

CORPORATE AND COMMUNITY EDUCATION

Roxbury Community College's Corporate and Community Education Department, within the Division of Continuing Education, offers small businesses, and major corporations the services needed to grow and maintain a competitive edge within local, regional, and global economies. With assessment, consultation, and customized training solutions, our partners are able to increase their productivity, retain valued employees, and develop new technologies and life-long learning strategies. We specialize in designing customized credit and non-credit programs; delivering the courses at your facility or on campus; and using the best suited delivery method for your organization (seminar, lecture only, lecture lab, online, or any combination). In addition, we offer specialized non-credit training programs designed for students of varying ages who are looking to acquire new skills or enhance existing ones in order to gain employment and become self-sufficient. Many of our programs are grant-funded and target community needs. Successful students learn specific job skills, gain internships/clinical experiences, and are provided with on-going support with career planning, personal development, and job placement assistance.

Services:

- Small Business Development
- Skills & Interests Assessment
- Business Needs Assessment
- Individualized Career Planning
- Case Management/Coaching Services
- Employment Liaison
- Project Management

CENTER FOR WORKFORCE DEVELOPMENT AND TRAINING

The Center for Workforce Development and Training (the “Center”) at Roxbury Community College, a unit within the Division of Continuing Education offers a direct, effective, and immediate response to the urgent demands of the current economy and the need for job-ready skills. The Center’s primary goal is to provide the worker with the training and technical skills needed to increase his/her success in employment and career opportunities. It provides non-credit, intense, training courses, workshops, and programs in a campus-based format at affordable costs and flexible hours. The Center creates economic development by enhancing the greater Roxbury area with economic stability and prosperity by focusing on people and businesses. A problem-focused approach is used to address issues such as low-skilled workers or the need for more employees in a particular industry.

Listed below are selected examples of the types of industries the Center for Workforce Development and Training programs has created within this community:

- Renewable Energy Training Courses
- Medical office Training Certificates
- Computer Training Courses
- Real Estate Training Courses

* The Center publishes a complete list of training programs each semester. To obtain a copy, please call the Center at 617-541-5306

CREDIT COURSES AND PROGRAMS

Each semester, the academic divisions, including Science, Technology, Engineering, and Math (S.T.E.M.), Health Science, Liberal Arts and Professional Studies, and Online Education, along with the Academic Affairs office, prints of list of credit courses for fall, spring and summer sessions which are offered through the Division of Continuing Education. Many of these courses are scheduled during evening and/or weekend hours, meeting one night per week for the entire semester. Some condensed, hybrid, and late start (October, February) classes are offered at various times.





PROGRAMS OF STUDIES

ASSOCIATE DEGREE PROGRAMS

Roxbury Community College offers the associate in arts and the associate in science degrees. Both are two-year programs of study. Associate degrees are offered to qualified graduates of community colleges throughout the Commonwealth of Massachusetts under the statutory authority of the state Board of Higher Education. Each of these degree programs, their core course requirements, and the course requirements for specific concentrations or majors within the degree programs are described in the following pages.

CERTIFICATE PROGRAMS

Roxbury Community College's certificate programs are one-year programs of study in a specific technical area that prepare students for entry-level employment in such popular careers as Licensed Practical Nursing (LPN), Information Systems Technology, Computer-Assisted Drafting, Word Processing and Paralegal Studies.



ASSOCIATE IN ARTS

The Associate in Arts degree programs are listed alphabetically in this section along with their specific course requirements. Many of the courses have prerequisites that must be fulfilled before students can enroll in those courses. Course prerequisites are listed in the Course Descriptions section of the Catalog.

Natural Science Core Requirements: 8 Credits (Two Lab Sciences)

To satisfy the core Natural Science requirements for an Associate in Arts degree, students must take two 4-credit laboratory science courses. Selections should be made with the assistance of an Advisor.

Notes: Humanities courses include Language and English electives.

The groups under Humanities apply only to Arts and Humanities majors.

A student may use LAN 101 or LAN 102 (but not both) to fulfill a Humanities elective requirement.

Social Science Electives

ECE 101	Child Growth & Development	3
SSI 101	World History I	3
SSI 102	World History II	3
SSI 103	US History I	3
SSI 104	US History II	3
SSI 111	Black Studies I	3
SSI 112	Black Studies II	3
SSI 113	Caribbean History	3
SSI 114	Latin American History I	3
SSI 115	Latin American History II	3
SSI 118	Principles of Political Science	3
SSI 119	Introduction to US Gov't & Politics	3
SSI 120	State & Local Politics	3
SSI 122	General Psychology	3
SSI 123	Introduction to Sociology	3
SSI 124	Introduction to Cultural Anthropology	3

SSI 129	Modern African History	3
SSI 130	Introduction to Geography	3
SSI 181	History of Roxbury	3
SSI 200	Psychology & Women	3
SSI 202	Abnormal Psychology	3
SSI 205	Human Relations	3
SSI 207	Money & Banking	3
SSI 209	Human Growth & Develop	3
SSI 210	Introduction to International Relations	3
SSI 212	Urban Sociology	3
SSI 221	Microeconomics	3
SSI 222	Macroeconomics	3
SSI 223	Urban Economics	3
SSI 290	Honors Colloquium	3

Literature Electives

ENG 220	World Literature I	3
ENG 221	World Literature II	3
ENG 225	African-American Literature	3
ENG 226	Literature in America I	3
ENG 227	Literature in America II	3
ENG 232	Children's Literature	3
ENG 235	Literature of Africa & Caribbean	3
ENG 240	Modern Novel	3
ENG 245	Contemporary Short Stories	3
ENG 261	English Honors Seminar	3

Laboratory Science Electives

SCI 103	Biology I	4
SCI 104	Biology II	4
SCI 106	Nutrition w/Lab	4
SCI 109	Human Biology / Medical Term.	4
SCI 111	General Botany	4
SCI 121	General Chemistry I	4
SCI 122	General Chemistry II	4
SCI 123	Principles of Chemistry I	4
SCI 124	Principles of Chemistry II	4
SCI 130	Introduction to Materials Science	4
SCI 141	Physics I	4
SCI 142	Physics II	4
SCI 143	Principles of Physics I	4
SCI 144	Principles of Physics II	4
SCI 151	Integrated Science	4
SCI 201	Anatomy and Physiology I	4
SCI 202	Anatomy and Physiology II	4
SCI 204	Microbiology	4
SCI 301	Research Techniques Science I	4
SCI 302	Research Techniques Science II	4

Humanities Electives

Group I

HUM 100	Introduction to Music	3
HUM 107	Black Musical Styles	3
HUM 108	World Music	3
HUM 140	Elements of Performing Arts	3
HUM 160	Introduction to Art	3
HUM 162	Art History I	3
HUM 162	Art History II	3
HUM 173	African Art	3
HUM 176	Latin American Art	3
HUM 244	Black Theatrical Styles	3

Group II

ENG 110	Introduction to Speech	3
ENG 250	Critical Thinking and Writing	3
ENG 260	Creative Writing Seminar	3
HUM 101	Choral Music I	3
HUM 102	Choral Music II	3
HUM 105	Piano Keyboard I	3
HUM 106	Piano Keyboard II	3
HUM 141	Acting I	3
HUM 142	Acting II	3
HUM 143	Backstage	3
HUM 163	Photography I	3
HUM 164	Photography II	3
HUM 165	Drawing I	3
HUM 166	Drawing II	3
HUM 167	Sculpture I	3
HUM 168	Sculpture II	3
HUM 170	Painting I	3
HUM 171	Painting II	3
HUM 175	Ceramics	3
HUM 180	Modern Dance I	3
HUM 181	Modern Dance II	3
HUM 258	Theatre Arts Internship	3
HUM 290	Honors Colloquium	3

Group III

HUM 103	Music Theory I	3
HUM 104	Music Theory II	3
HUM 130	Introduction to Philosophy	3
HUM 131	Human Conduct & Values	3
HUM 132	Introduction to Humanities	3
HUM 134	Images of Black Americans	3
HUM 135	Logic for Everyday Use	3
HUM 174	Elements of Arts & Design	3
HUM 242	Acting for Stage & Television	3

Foreign Language Electives

LAN 101	Applied Grammar I (Non-Trans)	3
LAN 102	Applied Grammar II (Non-Trans)	3
LAN 111	Spanish I	3
LAN 112	Spanish II	3
LAN 141	French I	3
LAN 142	French II	3
LAN 161	Arabic I	3
LAN 162	Arabic II	3
LAN 211	Spanish III	3
LAN 224	Caribbean Literature	3
LAN 263	Arabic III	3

AA CORE REQUIREMENTS**College Skills Core Requirements:** 12 Credits

College Experience

English Composition I

English Composition II

Math (college-level)

Humanities (at least 1 literature course): 9 Credits**Social Science Core Requirements** (Anthropology, Psychology, Sociology, Government, Economics, Community and Labor organizing, Political Science, and History): 9 Credits**Natural Science Core Requirements** (2 Lab Sciences): 8 Credits



ARTS AND HUMANITIES (AA)

The Arts and Humanities program prepares students for transfer to a four-year college or university to pursue a variety of majors in the visual and performing arts (theater, music, visual arts, and dance). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate-level education in arts education and administration. For more information about this program, contact the Liberal Arts and Professional Studies Division in 3-301.

Course Number	Title	Prerequisites	Credits
<i><u>First Semester</u></i>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
MAT	College-Level Mathematics	Introductory Algebra (MAT 088); Placement	3
LAN	Foreign Language I		3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
<i><u>Second Semester</u></i>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
SSI	Social Science		3
ENG 110	Intro to Speech	English Composition I (ENG 101)	3
LAN	Foreign Language II	Foreign Language I or Placement	3
<i><u>Third Semester</u></i>			
ENG	Literature Elective		3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
SCI	Laboratory Science Elective (Integrated Science — SCI 151 — Recommended)		4
SSI	Social Science		3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
<i><u>Fourth Semester</u></i>			
HUM / ENG / LAN	Humanities, English, or Language Elective		3
SSI	Social Science		3
HUM	Humanities Internship		3
SCI	Laboratory Science Elective		4
HUM / ENG / LAN	Humanities, English, or Language Elective		3
Total:			62

ARTS AND HUMANITIES: AFRICANA STUDIES (AA)

The Africana Studies Program is for students interested in the history, literature and cultural expression of Africa and the African Diaspora. Students are prepared for transfer to baccalaureate programs that specialize in Africana studies and global and international issues. For more information about this program, contact the Liberal Arts and Professional Studies Division in 3-301.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
MAT 100 or above	College-Level Mathematics	Introductory Algebra (MAT 088); Placement	3
LAN	Foreign Language I		3
HUM 134	Images of Black Americans	Developmental Reading and Writing II (ENG 091) or Placement	3
<u>Second Semester</u>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
SSI 119	Intro/Us Gov't & Politics		3
	Africana Studies Elective*		3
LAN	Foreign Language II	Foreign Language I or Placement	3
SSI 101	World History I	English Composition I (ENG 101) or Concurrent	3
<u>Third Semester</u>			
	Africana Studies Elective*		3
SCI	Laboratory Science Elective (Integrated Science — SCI 151 — Recommended)		4
SSI 111	Black Studies I	Dev Read & Write 2 (ENG 091); Placement	3
ENG	Literature Elective		3
SSI	Social Science		3
<u>Fourth Semester</u>			
SSI 112	Black Studies II		3
SCI	Laboratory Science Elective		4
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
	Africana Studies Elective*		3
Total:			62

*Africana Studies electives include: Images of Black Americans, African-American Literature, Literature of Africa and the Caribbean, African Art, Modern African History, Caribbean History, Black Musical Styles, Black Theatrical Styles.

ARTS AND HUMANITIES: MUSICAL ARTS (AA)

The Arts and Humanities/ Musical Arts concentration prepares students for transfer to a four-year college or university to pursue a variety of majors in music education (performance, arranging, composing, history, criticism, and management). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate level training. A bachelor's degree is essential to obtain entry-level positions in teaching, arranging, and composing. However, an associate's degree is the minimum requirement for individuals pursuing a career in performing, criticism, and management. Patience, understanding, and the ability to effectively communicate orally and in writing are also necessary. A multitude of career opportunities exists for those with a bachelor's degree in the Humanities, including teaching, marketing, publishing, arts management, and research and development. For more information about this program, contact the Liberal Arts and Professional Studies Division in 3-301.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
MAT	College-Level Mathematics	Introductory Algebra (MAT 088); Placement	3
LAN	Foreign Language I		3
HUM	Music Elective**		3
<u>Second Semester</u>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
HUM 103	Music Theory I	Dev Read & Write 2 (ENG 091); Placement	3
LAN	Foreign Language II	Foreign Language I or Placement	3
SSI	Social Science Elective		3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
<u>Third Semester</u>			
ENG	Literature Elective		3
SCI	Laboratory Science Elective (Integrated Science — SCI 151 — Recommended)		4
SSI	Social Science Elective		3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
HUM	Music Elective**		3
<u>Fourth Semester</u>			
SCI	Laboratory Science Elective		4
HUM / ENG / LAN	Humanities, English, or Language Elective		3
SSI	Social Science Elective		3
HUM	Music Elective**		3
HUM	Music Elective**		3
Total:			62

**Music electives include: Choral Music I and II, Piano Keyboard I and II, Black Musical Styles, Elements of Performing Arts, World Music, Vocal Performance Workshop I and II, Music Theory II

Two sequential music courses are required: either Piano Keyboard I and II or Vocal Performance Workshop I and II.

Advising note: Students who plan to major in music at the baccalaureate level should take Music Theory II.

ARTS AND HUMANITIES: THEATRE ARTS (AA)

The Arts and Humanities/Theater Arts concentration prepares students for transfer to a four-year college or university to pursue a variety of majors in theater arts education (performance, technical theater, theater management, theater history, and criticism). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate-level education in theater arts education or administration. A bachelor's degree is essential to obtain entry-level positions in teaching. However, an associate's degree is the minimum requirement for individuals pursuing a career in performing, technical theater, and theater arts management. Patience, understanding, and the ability to effectively communicate orally and in writing are also necessary. A multitude of career opportunities exists for those with a bachelor's degree in Theater Arts, including teaching, performing, advertising, writing, publishing, theater business management, and research and development. For more information about this program, contact the Liberal Arts and Professional Studies Division in 3-301.

Course Number	Title	Prerequisites	Credits
<i><u>First Semester</u></i>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
HUM	Theatre Arts Elective**		3
LAN	Foreign Language I		3
MAT	College-Level Mathematics	Introductory Algebra (MAT 088); Placement	3
<i><u>Second Semester</u></i>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
SSI	Social Science Elective		3
HUM / ENG /	Humanities, English, or		3
LAN	Language Elective*		
LAN	Foreign Language II	Foreign Language I or Placement	3
ENG	Theatre Arts Elective**		3
<i><u>Third Semester</u></i>			
HUM / ENG /	Humanities, English, or		3
LAN	Language Elective*		
ENG	Literature Elective		3
HUM	Theatre Arts Elective**		3
SCI	Laboratory Science Elective (Integrated Science — SCI 151 — Recommended)		4
SSI	Social Science Elective		3
<i><u>Fourth Semester</u></i>			
HUM	Theatre Arts Elective**		3
HUM 258	Theatre Arts Internship	English Composition I (ENG 101); Two Theatre Electives	3
SCI	Laboratory Science Elective		4
SSI	Social Science Elective		3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
Total:			62

*Humanities electives, including Theatre courses, should include at least one course from each Humanities Group: I, II and III.

****Theatre Arts electives include: Acting I and II, Acting for Stage and TV, Backstage I and II, History of the Theatre, Black Theatrical Styles, Elements of Performing Arts.**

ARTS AND HUMANITIES: VISUAL ARTS (AA)

The Arts and Humanities/Visual Arts concentration prepares students for transfer to a four-year college or university to pursue a variety of majors in the visual arts (painting, sculpture, graphic design, textile design, and visual technology, e.g., photography). The background provided by study in these areas is also helpful for students considering undergraduate and/or graduate-level education in arts education or administration. A bachelor's degree is essential to obtain entry-level positions in teaching. However, an associate's degree is the minimum requirement for individuals pursuing a career in fine arts, graphic arts, commercial art, art advertisement, marketing, and arts management. Patience, understanding, and the ability to effectively communicate orally and in writing are also necessary. A multitude of opportunities exists for those with a bachelor's degree in the Humanities, including teaching, employment in advertising agencies and publishing firms, arts business management, and research and development. For more information about this program, contact the Liberal Arts and Professional Studies Division in 3-301.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
MAT	College-Level Mathematics	Introductory Algebra (MAT 088); Placement	3
HUM 165	Drawing I		3
LAN	Foreign Language I		3
<u>Second Semester</u>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
SSI	Social Science Elective		3
LAN	Foreign Language II	Foreign Language I or Placement	3
HUM / ENG / LAN	Humanities, English, or Language Elective*		3
HUM 166	Drawing II	Drawing I (HUM 165)	3
<u>Third Semester</u>			
HUM	Visual Arts Elective**		3
ENG	Literature Elective		3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
SCI	Laboratory Science Elective (Integrated Science — SCI 151 — Recommended)		4
SSI	Social Science Elective		3
<u>Fourth Semester</u>			
HUM / ENG / LAN	Humanities, English, or Language Elective*		3
HUM	Visual Arts Elective**		3
HUM	Visual Arts Elective**		3
SCI	Laboratory Science Elective		4
SSI	Social Science Electives		3
Total:			62

*Humanities electives, including Visual Arts courses, should include at least one course from each Humanities Group: I, II and III.

** Visual Arts electives include: Introduction to Art, Art History and Appreciation I and II, Photography I and II,

Drawing I and II, Sculpture I and II, Painting I and II, Advanced Drawing, African Art, Elements of Art and Design, Ceramics, Latin-American Art.

BIOLOGICAL SCIENCE (AA)

Students choosing a Biological Sciences concentration receive a strong foundation in biology, chemistry, and mathematics. This foundation helps qualified students transfer to a four-year institution at the junior class level with a major in biology and/or a variety of health-related programs, including pre-medical, pre-veterinary, pre-dental, pharmacy, and nutrition. Students who seek employment after completing this program may qualify for entry-level positions such as a laboratory technician in a college or university environment, research laboratory, or pharmaceutical company. NOTE: When selecting Humanities Electives, be aware that many four-year colleges require two semesters of foreign language study. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), Room 401, Academic Building.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
SCI 103	Biology I	General Science (SCI 099) or Placement;	4
SSI	Social Science Elective		3
General Elective*	MAT 111 or SCI 106 recommended		3
<u>Second Semester</u>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
MAT 103	Pre-Calculus	Intermediate Algebra (MAT 099); Placement	4
SCI 104	Biology II	Biology I (SCI 103)	4
HUM / ENG / LAN	Humanities, English, or Language Elective		3
SSI	Social Science Elective		3
<u>Third Semester</u>			
SCI 123	Principles of Chemistry I	English Composition I (ENG 101) Eligible; Pre-Calculus (MAT 103) Concurrent; General Science (SCI 099) or Placement	4
SCI	Laboratory Science Elective**		4
ENG	Literature Elective		3
SSI	Social Science Elective		3
<u>Fourth Semester</u>			
SCI 124	Principles of Chemistry II	Princ. of Chem I (SCI 123)	4
SCI	Laboratory Science Elective**		4
HUM / ENG / LAN	Humanities, English, or Language Elective		3
General Elective*	MAT 111 or SCI 299 recommended		3
Total:			64

* SCI 106, Nutrition.

** Lab Science electives: SCI 111, Botany; SCI 201, Anatomy & Physiology I;
SCI 202, A & P II; SCI 204, Microbiology; SCI 141, Physics I, SCI 142, Physics II;
SCI 143, Principles of Physics I; SCI 144, Principles of Physics II

BIOLOGICAL SCIENCE: LABORATORY ANIMAL CARE (AA)

Students choosing the Laboratory Animal Care concentration receive a strong foundation in biology, chemistry, anatomy & physiology and mathematics. This program includes hand-on experience in laboratory animal care through the science internship. This foundation prepares students for transfer to four-year institutes and employment as a technician. The biomedical research facility is at the forefront of medical discovery and serves as one of the primary settings in which a laboratory animal technician works. At research facilities, laboratory animal technicians and veterinary technologists typically work under the guidance of veterinarians, research physicians and other laboratory technicians as a member of an animal care team.

Course Number	Title	Prerequisites	Credits
<i><u>First Semester</u></i>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
SCI 103	Biology I	General Science (SCI 099) or Placement	4
General Elective*	Mat 111 Recommended		3
SSI	Social Science Elective		3
<i><u>Second Semester</u></i>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
MAT 103	Pre-Calculus	Intermediate Algebra (MAT 099); Placement	4
SCI 104	Biology II	Biology I (SCI 103)	4
HUM / ENG / LAN	Humanities, English, or Language Elective		3
SSI	Social Science Elective		3
<i><u>Third Semester</u></i>			
SCI 123	Principles of Chemistry I	English Composition I (ENG 101) Eligible; Pre-Calculus (MAT 103) Concurrent; General Science (SCI 099) or Placement	4
SCI 201	Anatomy & Physiology I	Biology II (SCI 104)	4
ENG	Literature Elective		3
SSI	Social Science Elective		3
<i><u>Fourth Semester</u></i>			
SCI 124	Principles of Chemistry II	Princ of Chem I (SCI 123)	4
SCI 202	Anatomy & Physiology II	Anat & Phys I (SCI 201)	4
HUM / ENG / LAN	Humanities, English, or Language Elective		3
SCI 299	Science Internship		3
Total:			64

* General Electives: Mathematics for Technology (MAT 111) or Physics I (SCI 141) recommended.

BROADCAST MEDIA TECHNOLOGY (AA)

This program is designed for students who wish to begin a career in Broadcast Radio or Television. In addition to learning the latest in digital editing technology, students will use state-of-the-art equipment and develop, produce, and direct a short video project. Other techniques taught include synchronization, audio mixing, lighting, dubbing, and special effects production.

For information about this program, call the STEM Division, room 401, Academic Building or call 617-541-5393, or 617-541-5317.

Course Number	Title	Prerequisites	Credits
<i><u>First Semester</u></i>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
SCI	Laboratory Science Elective*		4
MAT	100 Level or Higher (Quantitative Reasoning Recommended)	Introductory Algebra (MAT 088); Placement	3
BMT 100	Intro Prod & Directing	English Comp I (ENG 101) Eligible; Introductory Algebra (MAT 088); Video Techniques (BMT 120) Concurrent	3
BMT 120	Video Techniques	English Comp I (ENG 101) Eligible; Introductory Algebra (MAT 088); Intro to Producing & Directing (BMT 100) Concurrent	3
<i><u>Second Semester</u></i>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
SSI 123	Introduction to Sociology	English Composition I (ENG 101)	3
BMT 110	Television Production	Intro Prod & Directing (BMT 100) or Video Techniques (BMT 120)	3
HUM / ENG / LAN	Photography I (Recommended) or Humanities, English, or Language Elective		3
ENG	Literature Elective		3
<i><u>Third Semester</u></i>			
HUM / ENG / LAN	Acting for Stage & TV (Recommended) or Humanities, English, or Language Elective		3
ENG 251	Journalism I	English Composition I (ENG 101)	3
SSI 122	General Psychology	English Composition I (ENG 101) or Concurrent	3
BMT 230	Intro Video Editing	Video Techniques (BMT 120)	3
BMT 298	BMT Internship I	Intro to Producing and Directing (BMT100); Video Techniques (BMT 120); Television Production (BMT 110) or Intro to Video Editing (BMT 230)	3
<i><u>Fourth Semester</u></i>			
SSI	U.S. History II (Recommended) or Social Science Elective		3
SCI	Laboratory Science Elective*		4
BMT 210	Advanced TV Production	Television Production (BMT 110)	3

BMT 235	Advanced Video Editing	Introduction to Video Editing (BMT 230)	3
BMT 299	BMT Internship II	BMT Internship I (BMT 298)	3
Total:			65

* Recommended science electives: General Chemistry I and II or Physics I and II

BUSINESS ADMINISTRATION (AA)

This program is designed for students interested in transferring to a four-year college to pursue a major in accounting, banking, computer information systems, insurance, management, retailing, or other related business fields. A combination of specialized business courses and a broad-based liberal arts curriculum provides a strong foundation in oral and written communication, mathematics, and accounting. Career opportunities in this field are available in both the public and private sectors, and may include employment in government agencies, schools, industries, and accounting, insurance, or advertising firms. A bachelor's degree is essential for entry-level positions in teaching and certain administrative, research, industrial, and advertising positions. NOTE: Students who intend to transfer to a four-year college or university should consider the requirements of that institution before selecting their courses. For more information, contact the Liberal Arts and Professional Studies Division in 3-301.

Course Number	Title	Prerequisites	Credits
<i><u>First Semester</u></i>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
BUS 101	Principles of Accounting I	English Comp I (ENG 101) Concurrent; Introductory Algebra (MAT 088)	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
MAT 100	Level or Higher	Introductory Algebra (MAT 088); Placement	3
SSI 122	General Psychology	English Composition I (ENG 101) or Concurrent	3
<i><u>Second Semester</u></i>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
BUS 102	Principles of Accounting II	Princ of Acct I (BUS 101)	3
SSI 221	Economics I (Micro)	English Composition I (ENG 101)	3
BUS 221	Business Law I	English Comp I (ENG 101) Concurrent	3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
<i><u>Third Semester</u></i>			
BUS 131	Management I	English Composition I (ENG 101)	3
SSI 222	Economics II (Macro)	English Composition I (ENG 101)	3
SCI	Laboratory Science Elective (Integrated Science — SCI 151 — Recommended)		4
BUS	Business Elective*		3
SSI	Social Science Elective		3
<i><u>Fourth Semester</u></i>			
BUS 206	Intro to Finance	Princ of Acct II (BUS 102)	3
BUS 141	Intro to Marketing	Management I (BUS 131)	3
SCI	Laboratory Science Elective		4
HUM / ENG / LAN	Humanities, English, or Language Elective		3
• ENG	Literature Elective		3
Total:			65

*Business electives: BUS 103, Income Taxes, BUS 230, Introduction to Business, BUS 298, Business Internship

ENGLISH (AA)

A concentration in English prepares students for transfer to a four-year college or university to pursue a variety of majors, including literature, linguistics, rhetoric, creative writing, journalism, and media/ communications. This background is also relevant for students who are considering graduate-level education in law or education. A bachelor's degree is essential to obtain entry-level positions in teaching, technical or specialized writing, and media reporting. Many opportunities exist for individuals with bachelor's degrees in English, such as careers in schools, colleges, newspapers, advertising agencies, publishing firms, libraries, radio and television stations, public relations firms, legal agencies, business, and research and development. For more information, contact the English Department, Room 301, Academic Building.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
LAN	Foreign Language I		3
ENG 110	Intro to Speech	English Composition I (ENG 101)	3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
SSI 101	World History I	English Composition I (ENG 101) or Concurrent	3
<u>Second Semester</u>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
MAT 100 or above	College-Level Mathematics	Introductory Algebra (MAT 088); Placement	3
SSI 102	World History II	English Composition I (ENG 101) or Concurrent	3
ENG	Literature Sequence*		3
LAN	Foreign Language II		3
<u>Third Semester</u>			
ENG	English Elective**		3
ENG	English Elective**		3
SCI	Laboratory Science Elective (Integrated Science — SCI 151 — Recommended)		4
ENG	Literature Sequence*		3
SSI	Social Science Elective		3
<u>Fourth Semester</u>			
ENG	English Elective**		3
ENG	English Elective**		3
SCI	Laboratory Science Elective		4
HUM / ENG / LAN	Humanities, English, or Language Elective		3
SSI	Social Science Elective		3
Total:			65

*The literature sequence includes: World Literature I & II; Literature in America I & II.

**English electives include: World Literature (I & II); African American Literature; Literature in America (I & II); Journalism (I & II); Creative Writing Seminar, English Honors Seminar; Literature of Africa/Caribbean, Literature, Modern Novel, Journalism practicum, Learning Strategies, Advanced Composition, Children's Critical Writing & Thinking.

Two semesters of one foreign language are required.

HEALTH CAREERS (AA)

The Health Careers concentration integrates a strong core of science courses with a broad-based liberal arts curriculum to prepare academically qualified students at RCC for transfer to a Bachelor of Science degree program in health sciences. Because the transfer requirements for the BS program vary from one school to another, it is recommended that students identify a transfer institution early in their program and work closely with their academic advisor and transfer counselor to select appropriate general and humanities electives.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
MAT 120	Intro to Statistics	Introductory Algebra (MAT 088); Placement	3
SCI 103	Biology I	General Science (SCI 099) or Placement;	4
SSI 122	General Psychology	English Composition I (ENG 101) or Concurrent	3
<u>Second Semester</u>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
SCI 104	Biology II	Biology I (SCI 103)	4
SCI 121	General Chemistry I	Placement; General Science (SCI 099)	4
SSI 123	Introduction to Sociology	English Composition I (ENG 101)	3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
<u>Third Semester</u>			
SSI 209	Human Growth and Development	English Composition I (ENG 101)	3
SCI 201	Anatomy & Physiology I	Biology II (SCI 104)	4
SCI 122	General Chemistry II	General Chem I (SCI 121)	4
SSI	SSI Elective		3
ENG	Eng Elective		3
<u>Fourth Semester</u>			
SCI 202	Anatomy & Physiology II	Anat & Phys I (SCI 201)	4
SCI 204	Microbiology	Biology II (SCI 104)	4
HUM / ENG / LAN	Humanities, English, or Language Elective		3
SSI	Social Science Elective		3
Total:			64

LIBERAL ARTS (AA)

The Liberal Arts program is recommended for students who are undecided about which concentration to choose. This program offers students an organized approach to a liberal arts education with exposure to a wide variety of subject areas. Students may elect to concentrate their studies in humanities, mathematics, physical education, social sciences, or natural sciences. Many employers in professions such as education, law, medicine, economics, and journalism prefer that individuals have the broad educational background provided by a liberal arts program. In order to facilitate transfer to a baccalaureate program in Massachusetts public institutions, Roxbury Community College's General Education program in Liberal Arts has been designed to fulfill the requirements of the Commonwealth Transfer Compact. NOTE: Students who intend to transfer to a four-year college or university should consider the requirements of that institution before selecting their courses. For more information, contact the Dean of Liberal Arts and Professional Studies in the Academic Building, Room 301.

Course Number	Title	Prerequisites	Credits
<i><u>First Semester</u></i>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
MAT	College-Level Mathematics	Introductory Algebra (MAT 088); Placement	3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
LAN	Foreign Language I		3
<i><u>Second Semester</u></i>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
SSI	Social Science Elective		3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
LAN	Foreign Language II **	Foreign Language I or Placement	3
	Electives		3
<i><u>Third Semester</u></i>			
SSI 101 or SSI 102	World History	English Composition I (ENG 101) or Concurrent	3
ENG	Literature Elective		3
SCI	Laboratory Science Elective (Integrated Science — SCI 151 — Recommended)		4
SSI	Social Science Elective		3
	Electives		3
<i><u>Fourth Semester</u></i>			
SCI	Laboratory Science Elective		4
	Electives		12
Total:			62

**The second Language course must follow the first Language course

MATHEMATICS (AA)

The Mathematics concentration provides students with the equivalent of the first two years of a mathematics program of study in a four-year college or university. In addition, courses in the Mathematics Department offer a strong foundation in mathematics that is advantageous to students interested in many other fields of study and particularly helpful for those individuals with little or no previous exposure to or success in mathematics. Students who complete the mathematics concentration generally transfer to a college or university program in mathematics or education, or to a related area such as computer science, engineering, or physical science. For more information, contact the Science, Technology, Engineering, and Math Division (STEM), Room 401, Academic Building.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
MAT 103	Pre-Calculus	Intermediate Algebra (MAT 099); Placement	4
SSI 122	General Psychology	English Composition I (ENG 101) or Concurrent	3
General Elective			3
HUM 130	Intro to Philosophy	English Composition I (ENG 101) or Concurrent	3
<u>Second Semester</u>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
MAT 201	Calculus I (W/Appc)	Pre-Calculus (MAT 103) or Placement	4
SSI	Social Science Elective		3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
<u>Third Semester</u>			
MAT 120	Intro to Statistics	Introductory Algebra (MAT 088); Placement	3
MAT 203	Calculus II (W/Appc)	Calculus I (W/Appc) (MAT 201)	4
SCI	Laboratory Science Elective*		4
ENG	Literature Elective		3
SSI	Social Science Elective		3
<u>Fourth Semester</u>			
MAT 205	Calculus III (W/Appc)	Calculus II (W/Appc) (MAT 203)	4
SCI	Laboratory Science Elective*		4
HUM / ENG / LAN	Humanities, English, or Language Elective		3
General Elective			3
Total:			63

*Recommended lab science electives: Physics I (SCI 141), Physics II (SCI 142), Principles of Physics I (SCI 143), Principles of Physics II (SCI 144), General Chemistry I (SCI 121) and II (SCI 122)

PHYSICAL SCIENCE (AA)

Students choosing the Physical Science concentration receive a strong foundation in chemistry, physics, and mathematics qualifying them to enter the junior year of a science/math program of study at a four-year college or university. Students who complete the Physical Science concentration usually transfer to a college or university program in physics, chemistry, mathematics, or a related major such as computer science or engineering. For more information contact the Science, Technology, Engineering, and Math Division (STEM), Room 401, Academic Building.

Course Number	Title	Prerequisites	Credits
<i><u>First Semester</u></i>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
SCI 123	Principles of Chemistry I	English Composition I (ENG 101) Eligible; Pre-Calculus (MAT 103) Concurrent; General Science (SCI 099) or Placement	4
MAT 103	Pre-Calculus	Intermediate Algebra (MAT 099); Placement	4
<i><u>Second Semester</u></i>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
MAT 201	Calculus I (W/Appc)	Pre-Calculus (MAT 103) or Placement	4
SCI 124	Principles of Chemistry II	Princ of Chem I (SCI 123)	4
SSI	Social Science Elective		3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
<i><u>Third Semester</u></i>			
SCI 143	Principles of Physics I	Calculus I (W/Appc) (MAT 201) Concurrent	4
MAT 203	Calculus II (W/Appc)	Calculus I (W/Appc) (MAT 201)	4
HUM / ENG / LAN	Humanities, English, or Language Elective		3
General Elective*			3
SSI	Social Science Elective		3
<i><u>Fourth Semester</u></i>			
SCI 144	Principles of Physics II		4
ENG	Literature Elective		3
SSI	Social Science Elective		3
General Elective	Calculus III (MAT 205) Is Strongly Recommended		3
General Elective			3
Total:			67

Many 4 year colleges require 2 semesters of language other than English.

* Recommended general elective: Statistics (MAT 120)

SOCIAL SCIENCE (AA)

A concentration in any of the social sciences provides excellent preparation for students who aspire to careers in law, mental health, or education, as well as for those seeking employment in social science organizations, government service, and community organizations. The curriculum has been designed with very few required courses and many electives in order to allow students maximum flexibility for exploration. Students continuing their education at a four-year college or university will be expected to major in a particular subject area. A bachelor's degree is essential for most entry-level positions. Students interested in pursuing a career in the social sciences or education should possess a genuine concern for others and a desire to help people improve the quality of their lives. The ability to communicate well both orally and in writing is an essential skill for anyone considering a career in these areas. For more information, contact the Liberal Arts and Professional Studies Division in 3-301.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
SSI 101	World History I	English Composition I (ENG 101) or Concurrent	3
SSI	Social Science Elective		3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
ENG	Literature Elective		3
<u>Second Semester</u>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
MAT 100 or above	College-Level Mathematics	Introductory Algebra (MAT 088); Placement	3
SSI	Social Science Elective		3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
SCI	Laboratory Science Elective (Integrated Science — SCI 151 — Recommended)		4
<u>Third Semester</u>			
SSI 102	World History II	English Composition I (ENG 101) or Concurrent	3
SCI	Laboratory Science Elective		4
SSI	Social Science Electives		3
LAN	Foreign Language I		3
<u>Fourth Semester</u>			
General Electives			6
SSI	Social Science Electives		6
LAN	Foreign Language II	Foreign Language I or Placement	3
Total:			62

Students should consult the catalog of four-year colleges to which they intend to transfer as a guide in choosing electives. Many four-year colleges require two semesters of a foreign language and some have specific history requirements.



AS

ASSOCIATE IN SCIENCE

The Associate in Science degree programs enable students to begin a career after graduation in a technical service or para-professional occupation. These programs are designed to provide job mobility and career advancement through a combination of intellectual development and skill training. The required courses in the Associate in Science (A.S.) degree programs provide broad general education and the skills and foundation necessary to function effectively in a specific career area.

Working closely with advisory committees composed of leading experts in the field, the College plans and evaluates A.S. programs on a regular basis to ensure that courses are relevant and provide the basis for career placement and advancement opportunities. Please see the list of program advisory committee members within this catalog.

Although the Associate in Science degree programs are not specifically designed to transfer to a four-year institution, they may fulfill some transfer requirements. While many A.S. degree programs require sixty (60) credit hours of college-level work, certain A.S. programs and concentrations may require as many as 76.5 credit hours.

All Associate in Science degree students must maintain a cumulative GPA of 2.0 or higher, complete a minimum of sixty (60) credit hours, with at least thirty (30) credit hours earned at Roxbury Community College, and successfully complete all core requirements listed below:

AS CORE REQUIREMENTS

College Skills Core Requirements: 12 Credits

College Survival Seminar

English Composition I

English Composition II

Math (college-level)

Humanities/Literature Core Requirements: 6 Credits

Social Science Core Requirements: 6 Credits

Natural Science Core Requirements: 4 Credits (One Lab Science)

Notes: Humanities courses include Language and Literature electives.

The groups under Humanities apply only to Arts and Humanities majors.

A student may use LAN 101 or LAN 102 (but not both) to fulfill a Humanities elective requirement.

Social Science Electives

ECE 101	Child Growth & Development	3
SSI 101	World History I	3
SSI 102	World History II	3
SSI 103,	US History I	3
SSI 104	US History II	3
SSI 111	Black Studies I	3
SSI 112	Black Studies II	3
SSI 113	Caribbean History	3
SSI 114	Latin American History I	3
SSI 115	Latin American History II	3
SSI 118	Princ. of Political Science	3
SSI 119	Intro to US Gov't & Politics	3
SSI 120	State & Local Politics	3
SSI 122	General Psychology	3
SSI 123	Intro to Sociology	3
SSI 124	Intro to Cultural Anthropology	
SSI 129	Modern African History	3
SSI 130	Introduction to Geography	3
SSI 181	History of Roxbury	3
SSI 200	Psychology & Women	3
SSI 202	Abnormal Psychology	3
SSI 205	Human Relations	3
SSI 207	Money & Banking	3
SSI 209	Human Growth & Develop	3
SSI 210	Intro to International Relations	3
SSI 212	Urban Sociology	3
SSI 221	Microeconomics	3
SSI 222	Macroeconomics	3
SSI 223	Urban Economics	3
SSI 290	Honors Colloquium	3

Literature Electives

ENG 220	World Literature I	3
ENG 221	World Literature II	3
ENG 225	African-American Literature	3
ENG 226	Literature in America I	3
ENG 227	Literature in America II	3
ENG 235	Literature of Africa & Caribbean	3
ENG 240	Modern Novel	3
ENG 261	English Honors Seminar	3
ENG232	Children's Literature	3
ENG245	Contemporary Short Stories	3

Laboratory Science Electives

SCI 103	Biology I	4
SCI 104	Biology II	4
SCI 106	Nutrition w/Lab	4
SCI 109	Human Biology / Medical Term.	4

SCI 111	General Botany	4
SCI 121	General Chemistry I	4
SCI 122	General Chemistry II	4
SCI 123	Principles of Chemistry I	4
SCI 124	Principles of Chemistry II	4
SCI 130	Introduction to Materials Science	4
SCI 141	Physics I	4
SCI 142	Physics II	4
SCI 143	Principles of Physics I	4
SCI 144	Principles of Physics II	4
SCI 151	Integrated Science	4
SCI 201	Anatomy and Physiology I	4
SCI 202	Anatomy and Physiology II	4
SCI 204	Microbiology	4
SCI 301	Research Techniques Science I	4
SCI 302	Research Techniques Science II	4

Humanities Electives

Group I

HUM 100	Introduction to Music	3
HUM 107	Black Musical Styles	3
HUM 108	World Music	3
HUM 140	Elements of Performing Arts	3
HUM 160	Introduction to Art	3
HUM 161	Art History I	3
HUM 162	Art History II	3
HUM 173	African Art	3
HUM 176	Latin American Art	3
HUM 244	Black Theatrical Styles	3

Group II

ENG 110	Introduction to Speech	3
ENG 250	Critical Thinking and Writing	3
ENG 260	Creative Writing Seminar	3
HUM 101	Choral Music I	3
HUM 102	Choral Music II	3
HUM 105	Piano Keyboard I	3
HUM 106	Piano Keyboard II	3
HUM 141	Acting I	3
HUM 142	Acting II	3
HUM 143	Backstage	3
HUM 163	Photography I	3
HUM 164	Photography II	3
HUM 165	Drawing I&II	3
HUM 166	Drawing I&II	3
HUM 167	Sculpture I	3
HUM 168	Sculpture II	3
HUM 170	Painting I	3
HUM 171	Painting II	3

HUM 175	Ceramics	3
HUM 180	Modern Dance I	3
HUM 181	Modern Dance II	3
HUM 258	Theatre Arts Internship	3
HUM 290	Honors Colloquium	3

Group III

HUM 104	Music Theory I	3
HUM 104	Music Theory II	3
HUM 130	Introduction to Philosophy	3
HUM 131	Human Conduct & Values	3
HUM 132	Introduction to Humanities	3
HUM 134	Images of Black Americans	3
HUM 135	Logic for Everyday Use	3
HUM 174	Elements of Arts & Design	3
HUM 242	Acting for Stage & Television	3

Foreign Language Electives

LAN 101	Applied Grammar I (Non-Trans)	3
LAN 102	Applied Grammar I I(Non-Trans)	3
LAN 111	Spanish I	3
LAN 112	Spanish II	3
LAN 141	French I	3
LAN 142	French II	3
LAN 161	Arabic I	3
LAN 162	Arabic II	3
LAN 211	Spanish III	3
LAN 224	Caribbean Literature	3
LAN 263	Arabic III	3

ACCOUNTING (AS)

This program is designed for students interested in the fields of general accounting, financial accounting, auditing, cost accounting, or management accounting in both the public and private sector. In all of these areas, records must be kept and financial reports prepared that provide the financial data needed to evaluate past performance and future operations. Compliance with Internal Revenue Service law and other government regulations requires that businesses maintain accounting records accurately and prepare appropriate reports. Graduates of this program are qualified for entry-level positions such as accounts payable or accounts receivable clerk, inventory manager, cost accounting clerk, junior accountant in public accounting firms, and full-charge bookkeeper in a motel or restaurant environment. Course work in computers further enhances employment opportunities, but a bachelor's degree in accounting is generally required for most professional positions. For more information, contact the Liberal Arts and Professional Studies Division in 3-301.

Course Number	Title	Prerequisites	Credits
<i><u>First Semester</u></i>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
BUS 101	Principles of Accounting I	English Comp I (ENG 101) Concurrent; Introductory Algebra (MAT 088)	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
BUS 130	Introduction to Business	Developmental Reading and Writing 2 (ENG 091); ESL Level D	3
MAT	100 Level or Higher	Introductory Algebra (MAT 088); Placement	3
<i><u>Second Semester</u></i>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
BUS 102	Principles of Accounting II	Princ of Acct I (BUS 101)	3
SSI 221	Economics I (Micro)	English Composition I (ENG 101)	3
BUS 221	Business Law I	English Comp I (ENG 101) Concurrent	3
BUS 103	Income Taxes	English Composition I (ENG 101); College Mathematics (MAT 101)	3
<i><u>Third Semester</u></i>			
BUS 106	Volunteer Income Tax Asst.	Income Taxes (BUS 103)	3
BUS 104	Computerized Acct	Princ of Acct I (BUS 101)	3
BUS 201	Intermediate Accounting I	Princ of Acct II (BUS 102)	3
SSI 222	Economics II (Macro)	English Composition I (ENG 101)	3
SCI	Laboratory Science Elective (SCI 151 — Recommended)		4
HUM / ENG / LAN	Humanities, English, or Language Elective		3
<i><u>Fourth Semester</u></i>			
BUS 206	Intro to Finance	Princ of Acct II (BUS 102)	3
BUS 202	Intermediate Accounting II	Intermed Acct I (BUS 201)	3
BUS 203	Cost Accounting	Princ of Acct II (BUS 102)	3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
BUS	Business Elective*		3
Total:			67

*Business electives: Management I Bus 231), Starting Your Own Business (BUS 181), and Business Internship (BUS 298)

ADMINISTRATIVE INFORMATION TECHNOLOGY (AS)

The Information Systems Technology Department offers an Associate in Science Degree in Administrative Information Technology that is designed to equip students with office and business skills in order to work in an administrative capacity in an office setting. This program will prepare students to enter management-level positions with comprehensive training in computer applications, accounting, communications, administrative and management skills. As a student in the program, you are expected to work with a department advisor in planning semester-by-semester class schedules leading toward fulfillment of all program requirements. For more information contact the Science, Technology, Engineering, and Math Division (STEM), Room 401, Academic Building.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
MAT 114	Quantitative Reasoning		3
OFT 101	Keyboarding I		3
IST 110	IT Problem Solving	English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088) or Placement	3
<u>Second Semester</u>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
BUS 101	Principles of Accounting I	English Comp I (ENG 101) Concurrent; Introductory Algebra (MAT 088)	3
OFT 102	Keyboarding II	Keyboarding I (OFT 101)	3
SCI	SCI Elective (Integrated Science Recommended)		4
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
<u>Third Semester</u>			
IST 230	Relational Databases	IT Problem Solving (IST 110) or Permission of Instructor	3
OFT 241	Office Procedures	English Composition I (ENG 101); Keyboarding II (OFT 102)	3
IST 121	Advanced Microcomputer Apps	Microcomputer Applications (IST 120); English Composition I (ENG 101)	3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
SSI	Social Science Elective		3
<u>Fourth Semester</u>			
IST 210	Social Issues & Ethics In Computing	English Composition I (ENG 101); The College Experience (ACS 102) or Permission of Instructor	3
IST 140	Introduction to Networking	English Composition I (ENG 101); IT Problem Solving (IST 110) or Permission of Instructor	3
IST 150	Web Design Fluency	English Composition I (ENG 101) Eligible; IT Problem Solving (IST 110) or Concurrent	3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
IST 298 or OFT 298	IST or OFT Internship	18 Credits in IST Core	3
Total:			61

BIOTECHNOLOGY (AS)

The purpose of the Associate in Science degree program in biotechnology is two-fold. All students will obtain a broad-based science background focusing on courses in the life and chemical sciences. In addition, students will develop specific laboratory skills applicable to procedures commonly performed in research, hospital and industrial laboratories all over the United States. Students successfully completing the program will be able to transfer to a four-year university to further their studies in the sciences at the baccalaureate level or, if they prefer, directly enter the workforce as entry-level research or laboratory assistants.

Course Number	Title	Prerequisites	Credits
<i><u>First Semester</u></i>			
ACS 102	The College Experience		3
MAT 103	Pre-Calculus	Intermediate Algebra (MAT 099); Placement	4
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
SCI 103	Biology I	General Science (SCI 099) or Placement;	4
SCI 123	Principles of Chemistry I	English Composition I (ENG 101) Eligible; Pre-Calculus (MAT 103) Concurrent; General Science (SCI 099) or Placement	4
<i><u>Second Semester</u></i>			
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
ENG 102	English Composition II	English Composition I (ENG 101)	3
SCI 104	Biology II	Biology I (SCI 103)	4
SCI 124	Principles of Chemistry II	Princ of Chem I (SCI 123)	4
<i><u>Third Semester</u></i>			
SSI	Elective		3
SCI 204	Microbiology	Biology II (SCI 104)	4
MAT 111	Mathematics for Technology	Biomanufacturing (SCI 206) Concurrent	3
SCI 206	Biomanufacturing I	Biology II (SCI 104); Principles of Chemistry I (SCI 123); English Composition I (ENG 101); Microbiology (SCI 204) Concurrent; Mathematics for Technology (MAT 111) Concurrent	4
<i><u>Fourth Semester</u></i>			
HUM / ENG /	Humanities, English, or		3
LAN	Language Elective		
SSI	Elective		3
SCI 207	Biomanufacturing II	Introduction to Biomanufacturing I (SCI 206); Mathematics for Technology (MAT 111); Microbiology (SCI 204)	4
<i><u>Fifth Semester</u></i>			
HUM / ENG /	Humanities, English, or		3
LAN	Language Elective		
SCI 208	Techniques In Molecular Biology	Introduction to Biomanufacturing I (SCI 206); Mathematics for Technology (MAT 111); Microbiology (SCI 204)	4
SCI 298	Internship In Biotechnology	Introduction to Biomanufacturing I (SCI 206); Mathematics for Technology (MAT 111); Microbiology (SCI 204)	3

Total:

66

The Biotechnology Associate in Science (AS) Degree Program, like all other AS programs at RCC, parallels the first two years of study in most public and private four-year colleges and institutions. This makes the Biotechnology AS Program useful for both students wishing to transfer to a four-year college as well as those who desire to directly enter the job market. The program is specifically designed for the student who wishes to learn more about the field of biotechnology, or who may already have a scientific background but would like to study the details of this burgeoning field in the hope of gaining an entry level position at one of the many biotechnology companies, hospitals, or research institutions in the Boston area.

BUSINESS MANAGEMENT (AS)

The AS degree in Business Management provides a broad background in the basic principles and applications of marketing, production, finance, personnel management, and accounting. Students acquire skills that can be applied in a wide variety of businesses in positions such as management trainee, assistant manager, administrative assistant, or sales trainee. Students can enhance their career options by concentrating their course work in retailing, marketing, personnel, or other areas, and by participating in internship opportunities. For more information contact the Science, Technology, Engineering, and Math Division (STEM), Room 401, Academic Building.

Course Number	Title	Prerequisites	Credits
<i><u>First Semester</u></i>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
BUS 130	Introduction to Business	Developmental Reading and Writing 2 (ENG 091); 3 ESL Level D	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
MAT 100	Level or Higher	Introductory Algebra (MAT 088); Placement	3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
<i><u>Second Semester</u></i>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
BUS 101	Principles of Accounting I	English Comp I (ENG 101) Concurrent; Introductory Algebra (MAT 088)	3
SSI 221	Economics I (Micro)	English Composition I (ENG 101)	3
BUS 221	Business Law I	English Comp I (ENG 101) Concurrent	3
SSI 122	General Psychology	English Composition I (ENG 101) or Concurrent	3
<i><u>Third Semester</u></i>			
BUS 131	Management I	English Composition I (ENG 101)	3
SSI 222	Economics II (Macro)	English Composition I (ENG 101)	3
SCI	Laboratory Science Elective (Integrated Science — SCI 151 — Recommended)		4
BUS	Business Elective*		3
BUS 102	Principles of Accounting II	Princ of Acct I (BUS 101)	3
<i><u>Fourth Semester</u></i>			
BUS 206	Intro to Finance	Princ of Acct II (BUS 102)	3
BUS 141	Intro to Marketing	Management I (BUS 131)	3
BUS 298	Business Internship	Management I (BUS 131); Business Law I (BUS 321); 3 English Composition I (ENG 101)	3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
BUS	Business Elective*		3
Total:			64

*Business electives: BUS 103 Income Taxes, BUS 104 Computerized Accounting, BUS 203 Cost Accounting, BUS 282 Personnel Management, BUS 501 Intro to Hospitality, BUS 298 Business Internship.

COMPUTER SCIENCE (AS)

The Information Systems Technology Department offers an Associate in Science Degree in Computer Science that prepares students to become computer programmers, systems analysts, database administrators or other related computer personnel career. Students graduating with an AS degree in Computer Science usually will seek a bachelors degree. This program is transferable to the University of Massachusetts Boston and other private and public universities where students will receive a four-year Bachelor's degree in Computer Science. As a student in the program, you are expected to work with a department advisor in planning semester-by-semester class schedules leading toward fulfillment of all program requirements. If you plan to earn a bachelor's degree, you are responsible for learning the departmental requirements of the school to which you plan to transfer. For more information contact the Science, Technology, Engineering, and Math Division (STEM), Room 401, Academic Building. For more information regarding transfer opportunities contact Ms. Loretta Minor in Advising, Room 3-219.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
MAT 201	Calculus I (W/Appc)	Pre-Calculus (MAT 103) or Placement	4
SSI	Social Science Elective		3
<u>Second Semester</u>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
SCI 143	Principles of Physics I	Calculus I (W/Appc) (MAT 201) Concurrent	4
MAT 203	Calculus II (W/Appc)	Calculus I (W/Appc) (MAT 201)	4
IST 180	Computer Science I		4
<u>Third Semester</u>			
ENG	Literature Elective		3
IST 280	Computer Science 2	Computer Science I (IST 180); Calculus I (W/Appc) (MAT 201)	3
MAT 205	Calculus III (W/Appc)	Calculus II (W/Appc) (MAT 203)	4
SCI 144	Principles of Physics II		4
<u>Fourth Semester</u>			
MAT 250	Discrete Math	Calculus I (W/Appc) (MAT 201)	4
SSI	Social Science Elective		3
IST 281	Data Structures & Algorithms	Computer Science II (IST 280)	3
IST 210	Social Issues & Ethics In Computing	English Composition I (ENG 101); The College Experience (ACS 102) or Permission of Instructor	3
Total:			61

CRIMINAL JUSTICE (AS)

The Program offers students an academic foundation in Criminal Justice combined with an emphasis on a real world understanding of the field. The curriculum is designed to encourage academic excellence while incorporating the college's commitment to cultural education, strengthening the community and educating Criminal Justice professionals who are sensitive to the needs and concerns of people of color. Courses in the major include Introduction to Criminal Justice, Law Enforcement Operations and Criminal Law. Other Program courses, including English, Humanities, Mathematics and Social Sciences are designed to facilitate transfer to four-year Programs. For more information about opportunities in Criminal Justice contact Carol Liebman, Program Coordinator, in the Academic Building, Room 418.

Course Number	Title	Prerequisites	Credits
<i><u>First Semester</u></i>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
MAT	College-Level Mathematics	Introductory Algebra (MAT 088); Placement	3
CJP 100	Intro to Criminal Justice	Developmental Reading and Writing 2 (ENG 091)	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
<i><u>Second Semester</u></i>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
SSI 122	General Psychology	English Composition I (ENG 101) or Concurrent	3
CJP 120	Criminal Law	English Comp I (ENG 101)	3
CJP 130	Law Enforcement Operations	English Comp I (ENG 101)	3
SSI 119	Intro/Us Gov't & Politics		3
SSI 123	Introduction to Sociology	English Composition I (ENG 101)	3
<i><u>Third Semester</u></i>			
CJP 140	Criminal Court Process	English Comp I (ENG 101)	3
CJP 210	Correctional Institutions	English Comp I (ENG 101)	3
CJP 110	Intro to Criminology	English Comp I (ENG 101)	3
HUM / ENG / LAN	Humanities, English or Language Elective		3
SCI	Laboratory Science Elective (Integrated Science — SCI 151 — Recommended)		4
<i><u>Fourth Semester</u></i>			
CJP 200	Constitutional Law	English Comp I (ENG 101)	3
CJP	Criminal Justice Elective		3
SSI	Social Science Elective		3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
Total:			61

Criminal Justice Electives: CJP 215, The Criminal Mind; CJP 160, Juvenile Justice; CJP 225, Law and Society or CJP 298, Criminal Justice Internship; CJP 204, Family Law; CJP 230, Profiling Serial Crime; CJP 202 Probation, Parole & Community Corrections; CJP 226, Race, Ethnicity and Crime; CJP 114, Women, Gender & Justice.

Recommended Humanities Elective: HUM 132 Human Conduct and Values.

EARLY CHILDHOOD EDUCATION (AS)

This program is designed for students who are interested in working with young children in developmentally appropriate programs. In addition to Early Childhood Education courses including two 150 hours practicum, the student is given a strong foundation in liberal arts. Upon completion of the programs, the student is qualified to work in a licensed childcare setting or transfer to a four-year college for further study. Graduates can become teachers of young children in day care centers, nursery schools, and Head Start programs. The program meets the requirements of the Department of Early Education and Care for teacher certification. For more information, contact the Liberal Arts and Professional Studies Division in 3-301.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ECE 101	Child Growth & Development	English Comp I (ENG 101) or Concurrent	3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
MAT 100 or above	College-Level Mathematics or	Introductory Algebra (MAT 088); Placement	3
BUS 107	Business Math	English Comp I (ENG 101); Intro Algebra (MAT 088)	
SCI 103	Biology I or	General Science (SCI 099) or Placement;	4
SCI 106	Nutrition W/Lab	Placement; General Science (SCI 099)	
SSI 122	General Psychology	English Composition I (ENG 101) or Concurrent	3
<u>Second Semester</u>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
ECE 102	Observing & Recording	Child Growth and Development (ECE 101)	3
ECE 202	History & Theory Early Chldhd	Child Growth and Development (ECE 101); Observing & Recording (ECE 102)	3
ECE 106	Guidance & Discipline	Child Growth and Development (ECE 101); Observing & Recording Child. Behavior (ECE 102)	3
HUM / ENG / LAN	Humanities, English, or Language Elective**		3
<u>Third Semester</u>			
ECE 204	Child Health Care	Child Growth and Development (ECE 101)	3
ECE 206	Early Child Curriculum I	Child Growth and Development (ECE 101); Observing & Recording (ECE 102)	3
ECE 298	Childcare Internship I	Early Child. Curriculum I (ECE 206) Concurrent	3
ECE	Early Childhood Elective*		3
HUM / ENG / LAN	Humanities, English or Language Elective**		3
<u>Fourth Semester</u>			
ECE 203	Special Needs Child Care	Child Growth and Development (ECE 101); Observing & Recording (ECE 102)	3
ECE 207	Early Childhood Curriculum II	Curriculum I (ECE 206); Internship I (ECE 298) or Concurrent	3
ECE 299	Childcare Internship II	Early Child. Curriculum II (ECE 207) or Concurrent	3
ECE	Early Childhood Elective*		3
SSI	Social Science Elective		3
Total:			64

*Recommended Early Childhood Education electives: ECE 103, ECE 104, ECE 201

**Recommended Humanities Elective: HUM 507, ENG 232

ECOLOGY AND ENVIRONMENT (AS)

The Associate in Science in Ecology and Environment program will replace the existing program: Environmental Management and Pollution Prevention. We are proposing to increase the focus of the program more into science without missing all sights of policy and management. The new program will require completion of sixty credits from which fifty four are transferable. There are three main objectives that have guided the re-design of this curriculum.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
MAT 120	Intro to Statistics	Introductory Algebra (MAT 088); Placement	3
SCI 133	Environmental Science Region\Lab	English Composition I (ENG 101) Eligible; General Science (SCI 099) or Placement	4
<u>Second Semester</u>			
SCI 103	Biology I	General Science (SCI 099) or Placement;	4
ENG 102	English Composition II	English Composition I (ENG 101)	3
MAT 103	Pre-Calculus	Intermediate Algebra (MAT 099); Placement	4
HUM / ENG / LAN	Humanities, English or Language Elective		3
<u>Third Semester</u>			
SCI 123	Principles of Chemistry I	English Composition I (ENG 101) Eligible; Pre-Calculus (MAT 103) Concurrent; General Science (SCI 099) or Placement	4
General Elective	General Elective		3
SCI 104	Biology II	Biology I (SCI 103)	4
SSI	Social Science Elective (Intro to Geography Recommended)		3
<u>Fourth Semester</u>			
SCI 233	Global Environment		4
HUM / ENG / LAN	Humanities, English or Language Elective		3
SCI 124	Principles of Chemistry II	Princ of Chem I (SCI 123)	4
SSI	Social Science Elective		3
SCI 299	Science Internship		3
Total:			61

ENGINEERING (AS)

This program is designed to give students who are talented in the physical sciences a strong background in mathematics, chemistry, and physics. Students graduating with a Pre-Engineering concentration can gain employment as technicians at high-technology firms or can transfer to a four-year college or university to complete a baccalaureate degree. This program is excellent for students who want to be engineers. Our focus is on mathematical problem solving, which prepares you for a competitive career in industry.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
MAT 103	Pre-Calculus	Intermediate Algebra (MAT 099); Placement	4
SSI	Social Science Elective		3
ACS 102	The College Experience		3
EGR 120	Engineering Computations I	Pre-Calculus (MAT 103) Concurrent	3
<u>Second Semester</u>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
MAT 201	Calculus I (W/Appc)	Pre-Calculus (MAT 103) or Placement	4
TEC 121	Intro Engr. Design I/AutoCAD	Pre-Calculus (MAT 103) or Placement	4
EGR 135	Engineering Fundamentals	Pre-Calculus (MAT 103) or Placement	3
HUM / ENG / LAN	Humanities, English or Language Elective		3
<u>Third Semester</u>			
MAT 203	Calculus II (W/Appc)	Calculus I (W/Appc) (MAT 201)	4
SCI 123	Principles of Chemistry I	English Composition I (ENG 101) Eligible; Pre-Calculus (MAT 103) Concurrent; General Science (SCI 099) or Placement	4
SCI 143	Principles of Physics I	Calculus I (W/Appc) (MAT 201) Concurrent	4
SSI	Social Science Elective**		3
<u>Fourth Semester</u>			
MAT 205	Calculus III (W/Appc)	Calculus II (W/Appc) (MAT 203)	4
MAT 204	Calculus Series and Sequences	Calculus II (W/Appc) (MAT 203) Concurrent; Princ of Physics I (SCI 143)	1
SCI 144	Principles of Physics II		4
HUM / ENG / LAN	Humanities, English or Language Elective		3
EGR 220	Engineering Computations II	Engineering Computations I (EGR 120); Calculus III (MAT 205) Concurrent	3
Total:			63

INFORMATION SYSTEMS TECHNOLOGY (AS)

The Information Systems Technology Department offers an Associate in Science Degree in Information Systems Technology that allows students to develop the information technology skills needed to succeed in today's professional environment. This degree will provide students with more options from which to choose in order to pursue a career or transfer to a four-year college: (1) The degree prepares students for a wide variety of employment opportunities in the computer information services industry such as computer operator, help desk support, programmer analyst, PC support technician, and network support technician. (2) This program is transferable to the University of Massachusetts Boston or other private or public University towards a four-year Bachelor of Science degree in Information Technology (BSIT). As a student in the program, you are expected to work with a department advisor in planning semester-by-semester class schedules leading toward fulfillment of all program requirements. If you plan to earn a bachelor's degree, you are responsible for learning the departmental requirements of the school to which you plan to transfer. For more information contact the Science, Technology, Engineering, and Math Division (STEM), Room 401, Academic Building. For more information regarding transfer opportunities contact Ms. Loretta Minor in Advising, Room 3-219

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
MAT 103	Pre-Calculus	Intermediate Algebra (MAT 099); Placement	4
IST 110	IT Problem Solving	English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088) or Placement	3
IST 145	Visual Basic	IT Problem Solving (IST 110) or Concurrent; English Composition I (ENG 101) Eligible	3
<u>Second Semester</u>			
IST 130	Linux Operating Systems	English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088); IT Problem Solving (IST 110)	3
HUM / ENG / LAN	Humanities, English, or Language Elective		3
ENG 102	English Composition II	English Composition I (ENG 101)	3
IST 170	Java I	English Composition I (ENG 101); College-Level Math; Microcomputer Applications (IST 120)	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
<u>Third Semester</u>			
HUM / ENG / LAN	Humanities, English, or Language Elective		3
SSI	Social Science Elective		3
IST 270	Java II	Java I (IST 170)	3
SCI	Laboratory Science Elective (Integrated Science — SCI 151 — Recommended)		4
IST 230	Relational Databases	IT Problem Solving (IST 110) or Permission of Instructor	3

Fourth Semester

IST 150	Web Design Fluency	English Composition I (ENG 101) Eligible; IT Problem Solving (IST 110) or Concurrent	3
MAT 201 or IST Elective	Calculus I or IST Elective	See Prerequisites for Course	3
IST 140	Introduction to Networking	English Composition I (ENG 101); IT Problem Solving (IST 110) or Permission of Instructor	3
IST 298	IST Internship	18 Credits in IST Core	3
IST 210	Social Issues & Ethics in Computing	English Composition I (ENG 101); The College Experience (ACS 102) or Permission of Instructor	3
Total:			62

NURSING (AS)

The Associate in Science degree in nursing is designed for students who seek careers as registered nurses. The program is designed to prepare graduates for the National Council Licensing Exam in Registered Nursing (NCLEX-RN). The program articulates with many baccalaureate nursing programs for graduates desiring further nursing education.

There are pre-requisite courses that must be completed before a student can be accepted to the associate degree nursing program. Satisfactory completion of pre-requisite courses does not guarantee admission to the program.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ADN 150	Foundations of Nursing	Requires Acceptance into the Nursing Program. English Composition I (ENG 101); Anat & Phys I (SCI 201); Gen. Psychology (SSI 122); English Composition II (ENG 102) Concurrent; Human Growth and Dev. (SCI 209) Concurrent; Anatomy and Physiology II (SCI 202) Concurrent	9
SCI 202	Anatomy & Physiology II	Anat & Phys I (SCI 201)	4
ENG 102	English Composition II	English Composition I (ENG 101)	3
SSI 209	Human Growth and Development	English Composition I (ENG 101)	3
<u>Second Semester</u>			
ADN 151	Nursing in Health & Illness I	Requires Acceptance into the Nursing Program. Foundations of Nurs. (ADN 150); English Composition II (ENG 102); Anat & Phys II (SCI 202); Human Growth & Dev. (SSI 209)	11
SCI 204	Microbiology	Biology II (SCI 104)	4
<u>Third Semester</u>			
ADN 252	Nursing in Health & Illness II	Requires Acceptance into the Nursing Program. Nursing in Health & Illness I (ADN 151); Microbiology (SCI 204)	10
Elective	HUM,SCI, Mat-100 Level or Above		3
<u>Fourth Semester</u>			
ADN 253	Nursing Across The Life Span	Requires Acceptance into the Nursing Program. Nursing in Health & Illness II (ADN 252); Elective	10
ADN 254	Issues in Professional Nursing	Requires Acceptance into the Nursing Program. Nursing in Health & Illness II (ADN 252)	3
Total:			70

* See RCC's course catalogue for a full description of courses and a list of prerequisites. College Biology II is the prerequisite to A&P I. Microbiology also has pre-requisite courses.

** Enrollment in or successful completion of English Composition is pre-requisite to General Psychology at Roxbury Community College.

Nursing courses are sequential. The successful completion of each course is a pre-requisite for the next level course.

***The program requires a specific admission exam (TEAS exam) as part of the nursing admissions criteria. Pre-requisite course work should be completed or in the process of completion prior to taking this exam.

Visit www.nln.org

RADIOLOGIC TECHNOLOGY (AS)

The Radiologic Technologist works within the healthcare environment to provide diagnostic images for treatment and diagnosis. The imaging professional is responsible for accurately positioning patients and ensuring that a quality diagnostic image is produced. Each Radiologic Technologist is responsible for radiation safety, radiation protection and basic patient care. Clinical experience in Boston – area hospitals combined with coursework prepares graduates for positions in this high demand field.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
SCI 202	Anatomy & Physiology II	Anat & Phys I (SCI 201)	4
HLT 150	Intro to Radiology Technology	Acceptance in Rad Tech Required.	3
HLT 152	Basic Radiologic Procedures	English Composition I (ENG 101); College-Level Math; Anatomy & Physiology I (SCI 201)	3
HLT 154	Rad Tech Clinical Practicum I		4
<u>Second Semester</u>			
HLT 170	Prin. of Radiological Quality	Intro to Radiology Technology (HLT 150); Basic Radiologic Procedures (HLT 152); Clinical Practicum I (HLT 154)	3
HLT 171	Radiological Instrumentation	Intro to Radiology Technology (HLT 150); Basic Radiologic Procedures (HLT 152); Clinical Practicum I (HLT 154)	3
HLT 172	Intermediate Rad Procedures	Intro to Radiology Technology (HLT 150); Basic Radiologic Procedures (HLT 152); Clinical Practicum I (HLT 154)	3
HLT 174	HLT Clinical Practicum II	Intro to Radiology Technology (HLT 150); Basic Radiologic Procedures (HLT 152); Clinical Practicum I (HLT 154)	3
<u>Third Semester</u>			
HLT 175		Clinical Practicum III Rad Tech	3
<u>Fourth Semester</u>			
HLT 250	Fundamentals of Radiobiology	Clinical Practicum III Rad Tech (HLT 175)	4
HLT 252	Advanced Radiographic Proc	Clinical Practicum III Rad Tech (HLT 175)	3
HLT 254	Rad Tech Clinical Practicum IV	Clinical Practicum III Rad Tech (HLT 175)	4
ENG 102	English Composition II	English Composition I (ENG 101)	3
<u>Fifth Semester</u>			
HLT 270	Topics In Radiological Technology	Fundamentals of Radiobiology (HLT 250); Advanced Radiographic Procedures (HLT 252); Clinical Practicum IV (HLT 254)	3
HLT 274	HLT Clinical Practicum V	Clinical Practicum IV (HLT 254)	4
SSI 122	General Psychology	English Composition I (ENG 101) or Concurrent	3
Elective	Humanities course is recommended		3
Total:			66

Note: Prerequisite courses should be completed before applying to the program. See program admissions information. The student must be selected to the program before registering for Radiology/Allied Health (HLT) courses. It is recommended that students complete other general education courses before applying (Anat and Phys II, English II, Psychology, Humanities elective).

See RCC's course catalogue for a full description of courses. College Biology II is prerequisite to A & P I at

RCC; Radiologic Technology (HLT) courses are sequential. The successful completion of all HLT courses offered in one semester is pre-requisite to registering for courses the following semester. The program requires a specific admission exam (TEAS exam) as part of the radiologic technology admissions criteria. Pre-requisite course work should be completed or in the process of completion prior to taking this exam.

WEB TECHNOLOGIES (AS)

The Information Systems Technology Department offers an Associate in Science Degree in Web Technologies that is designed for students interested in becoming Webmasters or Web developers using the personal computer as a tool in designing, developing and maintaining both front and back end components of Web sites. Through an in-depth course of study and a capstone project, students will learn to create, maintain and manage industry-standard Web sites and commerce sites on networks. Graduates of this program will be prepared for entry-level employment in the rapidly emerging field of Web authoring software and tools and Web development. If you plan to earn a bachelor's degree, you are responsible for learning the departmental requirements of the school to which you plan to transfer. For more information contact the Science, Technology, Engineering, and Math Division (STEM), Room 401, Academic Building. For more information regarding transfer opportunities contact Ms. Loretta Minor in Advising, Room 3-219.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
IST 110	IT Problem Solving	English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088) or Placement	3
MAT 103	Pre-Calculus	Intermediate Algebra (MAT 099); Placement	4
IST 145	Visual Basic	IT Problem Solving (IST 110) or Concurrent; English Composition I (ENG 101) Eligible	3
<u>Second Semester</u>			
IST 130	Linux Operating Systems	English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088); IT Problem Solving (IST 110)	3
ENG 102	English Composition II	English Composition I (ENG 101)	3
IST 140	Introduction to Networking	English Composition I (ENG 101); IT Problem Solving (IST 110) or Permission of Instructor	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
IST 150	Web Design Fluency	English Composition I (ENG 101) Eligible; IT Problem Solving (IST 110) or Concurrent	3
<u>Third Semester</u>			
SCI	Laboratory Science Elective		4
HUM / ENG / LAN	Humanities, English, or Language Elective		3
IST 151	Web Development & Design 2	Web Design Fluency (IST 150)	3
IST 141	Wireless Networking	IT Problem Solving (IST 110); English Composition I (ENG 101)	3
SSI	Social Science Elective		3
<u>Fourth Semester</u>			
HUM / ENG / LAN	Humanities, English, or Language Elective		3
IST 210	Social Issues & Ethics In Computing	English Composition I (ENG 101); The College Experience (ACS 102) or Permission of Instructor	3
IST 250	Web Graphics	Web Development & Design (IST 151)	3
IST	IST Internship	18 Credits in IST Core	3
IST 251	Internet Programming	Web Development & Design (IST 151)	3
Total:			62



CERTIFICATE PROGRAMS

Roxbury Community College's certificate programs are one-year programs of study in a specific technical area that prepare students for entry-level employment in such popular careers as Practical Nursing, Information Systems Technology, Computer-Assisted Drafting, Word Processing and Paralegal Studies.

ACCOUNTING (C)

Financial records must be kept in all profit and non-profit organizations including government, industry, retail, the healthcare system and education. Those earning this certificate are equipped to work in business offices as bookkeeping clerks or entry-level financial assistants.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
BUS 221	Business Law I	English Comp I (ENG 101) Concurrent	3
BUS 101	Principles of Accounting I	English Comp I (ENG 101) Concurrent; Introductory Algebra (MAT 088)	3
ACS 102	The College Experience		3
<u>Second Semester</u>			
ENG 102	English Composition II	English Composition I (ENG 101)	3
BUS 104	Computerized Acct	Princ of Acct I (BUS 101)	3
BUS 102	Principles of Accounting II	Princ of Acct I (BUS 101)	3
BUS 103	Income Taxes	English Composition I (ENG 101); College Mathematics (MAT 101)	3
Total:			27

BIOTECHNOLOGY/BIOMANUFACTURING (C)

Biotechnology and biomanufacturing industries are among the most rapidly expanding fields in Massachusetts. The Biotechnology/Biomanufacturing Certificate Program is designed for the student who wishes to learn about the field of biotechnology or who may already have a scientific background but desires to study the details of this burgeoning field in the hope of gaining an entry level position at one of the many biotechnology companies, hospitals, clinics or labs in the greater Boston areas: research assistants, lab technicians, manufacturing technicians, quality control technicians, documentation coordinators, and instrumentation calibration coordinators are examples of such careers.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
SCI 104	Biology II	Biology I (SCI 103)	4
SCI 123	Principles of Chemistry I	English Composition I (ENG 101) Eligible; Pre-Calculus (MAT 103) Concurrent; General Science (SCI 099) or Placement	4
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
<u>Second Semester</u>			
SCI 204	Microbiology	Biology II (SCI 104)	4
SCI 206	Biomanufacturing I	Biology II (SCI 104); Principles of Chemistry I (SCI 123); English Composition I (ENG 101); Microbiology (SCI 204) Concurrent; Mathematics for Technology (MAT 111) Concurrent	4
<u>Third Semester</u>			
SCI 207	Biomanufacturing II	Introduction to Biomanufacturing I (SCI 206); Mathematics for Technology (MAT 111); Microbiology (SCI 204)	4
SCI 298	Internship In Biotechnology	Introduction to Biomanufacturing I (SCI 206); Mathematics for Technology (MAT 111); Microbiology (SCI 204)	3
Total:			29

Biotechnology is the application of biological techniques to produce products that range from improved diagnostic tests and therapeutic agents for both established as well as emerging illnesses, to more nutritious and plentiful sources of food, to novel methods in remedying environmental ills. In short, biotechnology has revolutionized the way we understand and view living systems. In addition, the potential for further advances appears limitless.

Biotechnology and bioscience-related industries are among the most rapidly expanding fields today in Massachusetts. The Biotechnology/Biomanufacturing Certificate Program at Roxbury Community College is designed for the student who wishes to learn more about the field of biotechnology or who may already have a scientific background but desires to study the details of this burgeoning field in the hope of gaining an entry level position at one of the many biotechnology companies in the Boston area.

BROADCAST MEDIA TECHNOLOGY (C)

This exciting certificate program is designed to introduce the basic core skills needed for students who wish to begin a career in Broadcast Radio or Television and not pursue a degree track. In addition to learning the latest in digital editing technology, students will use state-of-the-art equipment and develop, produce, and direct a short video project. Other techniques taught include synchronization, audio mixing, lighting, dubbing, and special effects production.

For information about this program, call the STEM Division, room 401, Academic Building or call 617-541-5393, or 617-541-5317.

Course Number	Title	Prerequisites	Credits
<i>First Semester</i>			
ACS 102	The College Experience		3
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
BMT 100	Intro Prod & Directing	English Comp I (ENG 101) Eligible; Introductory Algebra (MAT 088); Video Techniques (BMT 120) Concurrent	3
BMT 120	Video Techniques	English Comp I (ENG 101) Eligible; Introductory Algebra (MAT 088); Intro to Producing and Directing (BMT 100) Concurrent	3
HUM / ENG / LAN	Photography I (Recommended) or Humanities, English, or Language Elective		3
<i>Second Semester</i>			
MAT	100 Level or Higher (Quantitative Reasoning Recommended)	Introductory Algebra (MAT 088); Placement	3
BMT 110	Television Production	Intro Prod & Directing (BMT 100) or Video Techniques (BMT 120)	3
ENG 251	Journalism I	English Composition I (ENG 101)	3
BMT 230	Intro Video Editing	Video Techniques (BMT 120)	3
Total:			27

INFORMATION SYSTEMS TECHNOLOGY (C)

The Information Systems Technology Department offers a Certificate in Information Systems Technology which is structured to help meet the career goals of individuals who at present have little or no academic or work-related background in computer programming. Upon completion of a Certificate in Information Systems Technology, students will be prepared to fill a variety of entry-level support positions in training, sales, or utilization of common workplace computer programs. For more information, contact the Science, Technology, Engineering, and Math Division (STEM), Room 401, Academic Building.

Course Number	Title	Prerequisites	Credits
<i><u>First Semester</u></i>			
ACS 102	The College Experience		3
IST 110	IT Problem Solving	English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088) or Placement	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
IST 145	Visual Basic	IT Problem Solving (IST 110) or Concurrent; English Composition I (ENG 101) Eligible	3
<i><u>Second Semester</u></i>			
IST 130	Linux Operating Systems	English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088); IT Problem Solving (IST 110)	3
IST 170	Java I	English Composition I (ENG 101); College-Level Math; Microcomputer Applications (IST 120)	3
IST 140	Introduction to Networking	English Composition I (ENG 101); IT Problem Solving (IST 110) or Permission of Instructor	3
<i><u>Third Semester</u></i>			
IST 210	Social Issues & Ethics in Computing	English Composition I (ENG 101); The College Experience (ACS 102) or Permission of Instructor	3
IST 150	Web Design Fluency	English Composition I (ENG 101) Eligible; IT Problem Solving (IST 110) or Concurrent	3
IST 270	Java II	Java I (IST 170)	3
Total:			30

LIFE SCIENCES (C)

This certificate is designed as an introductory life science curriculum for students who are interested in Biological Sciences, Lab Animal Care, or other Life Science principles such as Biotechnology/Biomanufacturing and Environmental Science. It includes hands-on experience in the laboratory as well as a basic foundation in the life sciences. A core component is the Internship which is taken in the last semester. The Certificate will also be an avenue for recruiting for in the Health Sciences Services as well as in Ancillary care. For example, students will complete internships in cytology labs, histology labs, clinical lab settings, environmental labs, manufacturing labs, etc.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
MAT 103	Pre-Calculus	Intermediate Algebra (MAT 099); Placement	4
SCI 123	Principles of Chemistry I	English Composition I (ENG 101) Eligible; Pre-Calculus (MAT 103) Concurrent; General Science (SCI 099) or Placement	4
SCI 103	Biology I	General Science (SCI 099) or Placement;	4
<u>Second Semester</u>			
ENG 101	English Composition I	English Composition I (ENG 101) Eligible	3
SCI 104	Biology II	Biology I (SCI 103)	4
SCI 124	Principles of Chemistry II	Princ of Chem I (SCI 123)	4
SCI 299	Science Internship		3
Total:			29

MEDICAL OFFICE SPECIALIST (C)

The Information Systems Technology Department offers a Certificate in Medical office Specialist which will prepare students with the clerical skills and training needed to work as medical office clerks or medical receptionists. Upon completion of the Medical office Specialist Certificate students will be prepared to fill a variety of entry-level support positions at hospitals, medical offices, clinics, hospice care and local health centers. For more information, contact the Science, Technology, Engineering, and Math Division (STEM), Room 401, Academic Building.

Course Number	Title	Prerequisites	Credits
<i>First Semester</i>			
OFT 101	Keyboarding I		3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
ACS 102	The College Experience		3
SCI 109	Human Bio/Med Term	Placement; General Science (SCI 099)	4
<i>Second Semester</i>			
OFT 240	Medical Records Management		3
OFT 241	Office Procedures	English Composition I (ENG 101); Keyboarding II (OFT 102)	3
OFT 242	Medical Coding	Keyboarding III (OFT 201)	3
OFT 240	Medical office Administration		3
OFT 260	Patient Financial Counseling		3
Total:			28

IST 150, IST 121, and IST 110 were added to the program. OFT 241 and OFT 298 were omitted.

MICROCOMPUTER APPLICATIONS (C)

The Information Systems Technology Department offers a Certificate in Microcomputer Applications that is designed to provide students with the skills necessary for employment in the fast-emerging area of business applications and microcomputer technology. Students receive training in the latest and most widely used software applications through extensive hands-on use of the microcomputer laboratory and are prepared to be office managers or applications specialists. For more information about this program, contact the Science, Technology, Engineering, and Math Division (STEM), Room 401, Academic Building.

Course Number	Title	Prerequisites	Credits
<i><u>First Semester</u></i>			
ACS 102	The College Experience		3
IST 110	IT Problem Solving	English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088) or Placement	3
OFT 101	Keyboarding I		3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
<i><u>Second Semester</u></i>			
IST 130	Linux Operating Systems	English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088); IT Problem Solving (IST 110)	3
IST 121	Advanced Microcomputer Apps	Microcomputer Applications (IST 120); English Composition I (ENG 101)	3
IST 140	Introduction to Networking	English Composition I (ENG 101); IT Problem Solving (IST 110) or Permission of Instructor	3
IST 210	Social Issues & Ethics in Computing	English Composition I (ENG 101); The College Experience (ACS 102) or Permission of Instructor	3
<i><u>Third Semester</u></i>			
IST 150	Web Design Fluency	English Composition I (ENG 101) Eligible; IT Problem Solving (IST 110) or Concurrent	3
IST 230	Relational Databases	IT Problem Solving (IST 110) or Permission of Instructor	3
Total:			30

NETWORK ADMINISTRATION (C)

The Information Systems Technology Department offers a three semester Certificate in Network Administration that allows students to develop the information technology skills needed to succeed in today's professional environment. This certificate will provide students with hands-on training necessary to pursue an IT career. It prepares student's to demonstrate their proficiency by taking certain certification exams or transfer to the AS degree program: Upon completion this certificate program, students are eligible to take the CompTIA A+, Cisco CCENT and CCNA certification exams.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
IST 110	IT Problem Solving	English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088) or Placement	3
IST 117	IT Essentials - PC Hardware and Software	Developmental Reading and Writing 2 (ENG 091) Eligible	4
IST 142	Network Fundamentals	Developmental Reading and Writing 2 (ENG 091) Eligible	4
<u>Second Semester</u>			
IST 143	Routing Protocols and Concepts	Network Fundamentals (IST 142) or Permission of Instructor	4
IST 144	L.A.N Switching and Wireless	Network Fundamentals (IST 142) or Permission of Instructor	4
<u>Third Semester</u>			
IST 242	Accessing The Wan	Developmental Reading and Writing 2 (ENG 091) Eligible; Routing Protocols and Concepts (IST 143); Lan Switching and Wireless (IST 144)	4
IST 210	Social Issues & Ethics in Computing	English Composition I (ENG 101); The College Experience (ACS 102) or Permission of Instructor	3
IST 298	IST. Internship	18 Credits in IST Core	3
Total:			29

NETWORK ADMINISTRATION – NETWORK FUNDAMENTAL (C)

The Information Systems Technology Department offers a two semester Certificate in Network Administration that allows students to develop the information technology skills needed to succeed in today’s professional environment. This certificate will provide students with hands-on training necessary to pursue an IT career. It prepares student’s to demonstrate their proficiency by taking certain certification exams or transfer to the AS degree program: Upon completion of this certificate program, students are eligible to take the CompTIA A+ and the Cisco CCENT certification exams.

Course Number	Title	Prerequisites	Credits
<i>First Semester</i>			
IST 142	Network Fundamentals	Developmental Reading and Writing 2 (ENG 091) Eligible	4
IST 117	IT Essentials - PC Hardware and Software	Developmental Reading and Writing 2 (ENG 091) Eligible	4
IST 110	IT Problem Solving	English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088) or Placement	3
<i>Second Semester</i>			
IST 143	Routing Protocols and Concepts	Network Fundamentals (IST 142) or Permission of Instructor	4
IST 144	L.A.N Switching and Wireless	Network Fundamentals (IST 142) or Permission of Instructor	4
Total:			19

NETWORK ADMINISTRATION - PC HARDWARE CONFI. (C)

The Information Systems Technology Department offers an 11 credit Certificate in Network Administration that allows students to develop the information technology skills needed to succeed in today's professional environment. This certificate will provide students with hands-on training necessary to pursue an IT career. It prepares student's to demonstrate their proficiency by taking certain certification exams or transfer to the AS degree program: Upon completion of this certificate program, students are eligible to take the CompTIA A+ and Network+ certification exams.

Course Number	Title	Prerequisites	Credits
<i>First Semester</i>			
IST 110	IT Problem Solving	English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088) or Placement	3
IST 117	IT Essentials - PC Hardware and Software	Developmental Reading and Writing 2 (ENG 091) Eligible	4
IST 142	Network Fundamentals	Developmental Reading and Writing 2 (ENG 091) Eligible	4
Total:			11

PARALEGAL STUDIES (C)

Students interested in the field of law can begin with this certificate which provides an overview of the legal system and introduces techniques for legal research. Certificate earners will be prepared for office positions in law firms or legal departments. English Composition I is a prerequisite for the program.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
ACS 102	The College Experience		3
ENG 102	English Composition II	English Composition I (ENG 101)	3
PLS 220	Introduction to The Law	English Comp I (ENG 101) or Concurrent	3
PLS 231	Legal Research & Writing	English Composition I (ENG 101)	3
CJP 120	Criminal Law	English Comp I (ENG 101)	3
<u>Second Semester</u>			
PLS 204	Family Law	English Comp I (ENG 101) or Concurrent	3
PLS 227	Law of Real Property	English Composition I (ENG 101)	3
SSI 119	Intro/Us Gov't & Politics		3
	Law Elective*	English Composition I (ENG 101)	3
Total:			27

*Electives include:

ENG 300 Critical Thinking & Writing

SSI 122 General Psychology

SSI 123 Introduction to Sociology

PLS204 Family Law

PRACTICAL NURSING (C)

The practical nursing certificate program is designed for students who seek careers as licensed practical nurses. The program is designed to prepare graduates for the National Council Licensing Exam in Practical Nursing (NCLEX-PN). There are pre-requisite courses that must be completed before a student can be accepted to the practical nursing program. Satisfactory completion of pre-requisite courses does not guarantee admission to the program.

Course Number	Title	Prerequisites	Credits
<u>First Semester</u>			
SCI 101	Intro to Human Body I	Placement; General Science (SCI 099)	3
PNC 101	Practical Nursing I	General Psychology (SSI 122); Human Growth & Dev (SSI 209); Intro to the Human Body (SCI 101) Concurrent or Anatomy and Physiology I (SCI 201) Concurrent; Intermediate Algebra (MAT 099) Eligible; Biology I (SCI 103) Eligible; English Composition I (ENG 101)	12
ACS 102	The College Experience		3
<u>Second Semester</u>			
SCI 102	Intro to Human Body II	Intro to Human Body I (SCI 101)	3
PNC 102	Practical Nursing II	Practical Nursing I (PNC 101); Introduction to the Human Body (SCI 101) or Anatomy and Physiology I (SCI 201); SCI 102 Human Body II (or Anatomy and Physiology II) Concurrent	12
<u>Third Semester</u>			
PNC 103	Practical Nursing III		9
Total:			48

Advising suggestions for academic success:

Nursing students find nursing course work to be very challenging. Students are advised to complete required general education credits, to work part-time for full-time study, and to have support systems in place BEFORE entering a nursing program.

* Anatomy and Physiology I and II can substitute for Human Body I and II.

Due to limited space in these career education programs, nursing has competitive admission. The practical nursing certificate program currently admits 16-24 students to a full-time day program each September.

The Division of Nursing and Allied Health offers group information and advising sessions every month from August to May for students interested in the nursing programs. Advanced placement for Licensed Practical Nurses is available. Contact the Division of Nursing and Allied Health at 617-541-5313 for the times and locations of these meetings.

WEB TECHNOLOGIES (C)

The Information Systems Technology Department offers a Certificate in Web Technologies that is designed for students interested in becoming Webmasters or Web Developers using the personal computer as a tool in designing, developing and maintaining both front and back end components of Web sites. Through an in-depth course of study and a capstone project, students will learn to create, maintain and manage industry-standard Web sites and commerce sites on networks. Graduates of this program will be prepared for entry-level employment in the rapidly emerging field of Web authoring and Web developers. For more information contact the Science, Technology, Engineering, and Math Division (STEM), Room 401, Academic Building.

Course Number	Title	Prerequisites	Credits
<i><u>First Semester</u></i>			
ACS 102	The College Experience		3
IST 110	IT Problem Solving	English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088) or Placement	3
IST 150	Web Design Fluency	English Composition I (ENG 101) Eligible; IT Problem Solving (IST 110) or Concurrent	3
IST 145	Visual Basic	IT Problem Solving (IST 110) or Concurrent; English Composition I (ENG 101) Eligible	3
<i><u>Second Semester</u></i>			
IST 130	Linux Operating Systems	English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088); IT Problem Solving (IST 110)	3
IST 120	Microcomputer Applications	English Composition I (ENG 101) Eligible	3
IST 140	Introduction to Networking	English Composition I (ENG 101); IT Problem Solving (IST 110) or Permission of Instructor	3
IST 151	Web Development & Design 2	Web Design Fluency (IST 150)	3
<i><u>Third Semester</u></i>			
IST 251	Internet Programming	Web Development & Design (IST 151)	3
IST 250	Web Graphics	Web Development & Design (IST 151)	3
Total:			30



COURSE DESCRIPTIONS

COLLEGE EXPERIENCE (ACS)

ACS 102 - THE COLLEGE EXPERIENCE

3 CREDITS

This three-credit course, required of all new students in the first-semester is designed to provide students with the necessary tools for academic success in all subject areas. Students will explore learning strategies in all subject areas through extensive reading, writing, and classroom discussions. The course will also promote awareness of academic and student support resources available at RCC. Cultural awareness and appreciation are woven into the course. This course satisfies the College Survival Seminar requirement.

ASSOCIATE DEGREE NURSING (ADN)

ADN 150 - FOUNDATIONS OF NURSING

9 CREDITS

This course provides students with foundations to the art and science of professional nursing. Students are introduced to the nursing process, basic human needs, the nurse-client relationship, health care delivery systems, and critical thinking skills. Students are also introduced to the roles and responsibilities of the associate degree nurse. This course includes hospital/health care facilities/community experiences, selected observations, and use of the computer and skills Lab.

Prerequisites: Requires Acceptance Into The Nursing Program. English Composition I (ENG 101); Anat & Phys I (SCI 201); General Psychology (SSI 122); English Composition II (ENG 102) Concurrent; Human Growth and Development (SCI 209) Concurrent; Anatomy and Physiology II (SCI 202) Concurrent

ADN 151 - NURSING IN HEALTH & ILLNESS I

11 CREDITS

This course builds upon the framework presented in Foundations of Nursing. Students focus on therapeutic nursing interventions for the adult client with common health problems. Students use critical thinking skills to meet the health care needs of adult clients. This course includes hospital/health care facilities/community experiences, selected observations, and use of the computer and skills lab.

Prerequisites: Requires Acceptance Into The Nursing Program. Foundations Of Nurs. (ADN 150); English Composition II (ENG 102); Anat & Phys II (SCI 202); Human Growth & Dev (SSI 209)

ADN 210 - PRINC GERONTOLOGICAL NURSING

3 CREDITS

This course is designed to give beginning nursing students an overview of the practice of gerontological nursing. Topics include concepts and theories of aging, nursing assessment and care of the older adult, challenges in aging, changes in aging, elder nutrition and specific units on elder body systems ie integumentary, sensory, cardiovascular, respiratory , etc. This is a three credit course with a prerequisite of Fundamentals in Nursing.

Prerequisites: Foundations Of Nurs. (ADN 150) and Nursing in Health & Illness I (ADN 151) or Equivalent

ADN 252 - NURSING IN HEALTH & ILLNESS II

10 CREDITS

This course builds upon Nursing in Health and Illness I. Students focus on health promotion and therapeutic nursing interventions for clients with complex physical and mental health problems. Students demonstrate critical thinking skills utilized in nursing practice. This course includes hospital/health care facilities/community experiences, selected observations, and use of the computer lab.

Prerequisites: Requires Acceptance Into the Nursing Program. Nursing in Health & Illness I (ADN 151); Microbiology (SCI 204)

ADN 253 - NURSING ACROSS THE LIFE SPAN**10 CREDITS**

This course builds upon all previous nursing courses. Students focus on health promotion, therapeutic nursing interventions, and management of care for groups of clients across the life span. Students provide nursing care to geriatric clients, pediatric clients, and the childbearing family. Students fully integrate critical thinking with the knowledge, skills, and attributes needed for professional nursing practice. This course includes hospital/health facilities/community experiences, selected observations, and use of the computer lab.

Prerequisites: Requires Acceptance into the Nursing Program. Nsg In Hlth & Illness II (ADN 252); Elective

ADN 254 - ISSUES IN PROFESSIONAL NURSING**3 CREDITS**

This course focuses on concepts and issues pertinent to professional nursing practice. The course is designed to facilitate the transition from student nurse to entry level practitioner. Discussion topics include: manager of care responsibilities, professional attributes, caring behaviors, cultural sensitivity, legal-ethical responsibilities, lifelong learning, and the role of the associate degree nurse within the current health care and nursing profession. A variety of active learning activities promote critical thinking and enhance creative problem-solving.

Prerequisites: Requires Acceptance into the Nursing Program. Nsg In Hlth & Illness II (ADN 252)

BROADCAST MEDIA TECHNOLOGY (BMT)**BMT 100 - INTRODUCTION TO PRODUCTION AND DIRECTING****3 CREDITS**

Designed for students interested in becoming a producer or director within the television industry. The financial, creative, and decision-making responsibilities associated with being a producer or a director is explored. Topics include, but are not limited to, directional decisions, special effects, use of music and music rights, time constraints and costs, copyrights, scripts, staging, and prop placement. Students will be required to develop, produce, and direct a short video project.

Prerequisites: English Comp I (ENG 101) Eligible; Introductory Algebra (MAT 088); Video Techniques (BMT 120) Concurrent

BMT 110 - TELEVISION PRODUCTION**3 CREDITS**

Students learn to operate audio boards, video switchers, studio cameras, character generators, intercom systems, and various videotape machines. Hands-on training on state-of-the-art equipment is emphasized. Assignments are designed to develop familiarity with video equipment so that it can be used effectively to visualize concepts, ideas, and stories.

Prerequisites: Intro Prod & Directing (BMT 100) or Video Techniques (BMT 120)

BMT 120 - VIDEO TECHNIQUES**3 CREDITS**

This course is designed to give students a basic overview of electronic field production and news gathering. Field cameras, microphones and microphone placement, audio mixing, editing, and lighting will be discussed. This is a hands-on course.

Prerequisites: English Comp I (ENG 101) Eligible; Introductory Algebra (MAT 088); Intro to Producing and Directing (BMT 100) Concurrent

BMT 210 - ADVANCED TV PRODUCTION**3 CREDITS**

This is an advanced course in television production theory and practicum. Emphasis is placed on the conceptualization, planning, and execution of advanced television programs. Students will learn

and acquire practical experience in the Television Studio setting. The course will also include advanced level study of various television genres such as drama, sitcom, game shows, talk shows, magazine, and sports shows. Students will learn, through study, about historical television seasons and relationship to successful ventures. Students will develop, pitch and write their own television series, news and prospectus in addition to learning how to manage and run a television production studio. Student projects will be broadcast weekly via the Internal Cable Broadcast System and internet streaming.

Prerequisites: Television Production (BMT 110)

BMT 230 - INTRODUCTION TO VIDEO EDITING

3 CREDITS

This course is a continuation of BMT 120 Video Techniques. It introduces the basic skills and principles of video editing in the post-production stage. Students will be given a series of pre-produced videos to edit utilizing Apples Final Cut Express software application. Synchronization, audio mixing and dubbing, character generated graphics and sound or special effects will be discussed. Editing will involve mini-DV, DVCAM, DV, cuts only projects, although other video formats will be introduced. This course is a program requirement and should be taken in the third semester of study. An enrollment maximum of eight (8) students should be allowed in this course.

Prerequisites: Video Techniques (BMT 120)

BMT 235 - ADVANCED VIDEO EDITING

3 CREDITS

This is an advanced hands-on course in Non-Linear editing fundamentals and concepts. Students enhance their knowledge of editing by learning how to mark and edit clips, color correct sequences, create transitions, apply filters and effects, add titles, work with audio and much more. Students develop projects by using Final Cut Studio, the award winning software suite by Apple Computers, Inc. Upon completion of this class, students can become a Certified Apple Pro by taking the certification exam at an Apple Authorized Training Center.

Prerequisites: Introduction to Video Editing (BMT 230)

BMT 298 - BMT INTERNSHIP I

3 CREDITS

This three-credit course is offered during the fall and spring semesters. It is designed for students to gain hands-on experience a resume builder and an opportunity to network. Students will develop a resume, cover letter and references prior to placement. Students will meet with the Internship Coordinator and an Assigned Internship Faculty Advisor from their program of study during the course of the semester to monitor the interns' progress. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral/poster presentation. Students currently employed in their program of study may be eligible to combine an internship with employment

Prerequisites: Intro to Producing and Directing (BMT 100); Video Techniques (BMT 120); Television Production (BMT 110) or Intro to Video Editing (BMT 230)

BMT 299 - BMT INTERNSHIP II

3 CREDITS

This three-credit course is designed for students to gain hands-on experience in a work setting related to their career interest. Students must develop a resume, cover letter and references prior to placement. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral presentation. Students currently employed in their program of study may be eligible to combine the internship with their employment. Prerequisites: Students must be enrolled in a degree or certificate program, completion of English Composition 101, three-courses in their major and possess a minimum 2.0

GPA. Students are required to meet with the Internship Coordinator, Jennie Thrash, Room 3-219 prior to registering for this course.

Prerequisites: BMT Internship I (BMT 298)

BUSINESS (BUS)

BUS 101 - PRINCIPLES OF ACCOUNTING I

3 CREDITS

The fundamental principles of accounting theory are the focus of this course. Emphasis is placed on understanding the accounting cycle, journals, ledgers, adjusting and closing entries, working papers, and financial statements.

Prerequisites: English Comp I (ENG 101) Concurrent; Introductory Algebra (MAT 088)

BUS 102 - PRINCIPLES OF ACCOUNTING II

3 CREDITS

As a continuation of BUS101, this course focuses on accounting theory in relation to the specific needs of corporations and partnerships. Students will explore problems relating to assets and liabilities, payroll systems, methods of computing dividends, and corporate financial statements.

Prerequisites: Principles of Accounting I (BUS 101)

BUS 103 - INCOME TAXES

3 CREDITS

This course introduces students to the basic concepts of federal income taxation for individuals, partnerships, and corporations, with an emphasis on determining taxable income, allowable deductions, gains and losses. Students will practice preparing sample tax returns. Prior knowledge of accounting may be helpful but is not required for this course.

Prerequisites: English Composition I (ENG 101); College Mathematics (MAT 101)

BUS 104 - COMPUTERIZED ACCT

3 CREDITS

Students enrolled in this course will learn to use accounting software packages to set up and maintain computerized accounting records. Topics covered will include customer, vendor and employee records, accounts payable, accounts receivable, banking, payroll, job costing, and financial statement preparation. Integration of accounting data with word processing and spreadsheet applications will also be introduced.

Prerequisites: Principles of Accounting I (BUS 101)

BUS 106 - VOLUNTEER INCOME TAX ASST.

3 CREDITS

This community service course is provided jointly by Roxbury Community College and the Internal Revenue Service. Students who participate in the program are trained to prepare tax returns. Upon successful completion of the training, students will prepare tax returns free of charge for elderly, lower income, non-English-speaking, and other disadvantaged individuals. Students normally must work a minimum of 5 hours per week from January to April.

Prerequisites: Income Taxes (BUS 103)

BUS 107 - BUSINESS MATH

3 CREDITS

Students enrolled in this course will examine the specific applications of mathematics in a business environment. Topics include fundamental business principles, percentages, markups, simple and compound interest, depreciation, insurance, payroll taxes, analysis of business graphs, and understanding linear equations. This course does not satisfy the Business Elective requirement.

Prerequisites: English Comp I (ENG 101); Introductory Algebra (MAT 088)

BUS 130 - INTRODUCTION TO BUSINESS**3 CREDITS**

This course introduces students to various business topics, including the global environment of business; management, marketing, and accounting issues; and business organizations. It also explores career opportunities in business.

Prerequisites: Developmental Reading and Writing 2 (ENG 091); ESL Level D

BUS 131 - MANAGEMENT I**3 CREDITS**

Management principles, including communication, motivation, and group dynamics are the focus of this course. Through readings, lectures, classroom discussions, and case studies, students will explore problem-solving strategies for effective planning, cost control, and overall organization in a management environment.

Prerequisites: English Composition I (ENG 101)

BUS 132 - MANAGEMENT II**3 CREDITS**

As a continuation of Management I, this course examines the supervisory role of the business manager. Students will explore issues such as leadership and motivation, planning, problem solving, staffing, communication, styles of supervision, organizing, and controlling. Through classroom lectures, readings, homework assignments, and case studies, students will learn that successful management is based on both an understanding of business principles and the ability to supervise others.

Prerequisites: Management I (BUS 131)

BUS 141 - INTRODUCTION TO MARKETING**3 CREDITS**

Students enrolled in this course will examine marketing as seen from the perspective of the individual business and the larger society, with an emphasis on the integral relationship between consumer attitudes and marketing activities.

Prerequisites: Management I (BUS 131)

BUS 161 - INTRODUCTION TO GLOBAL MARKETING**3 CREDITS**

This course is designed to enable students to develop the skills necessary to make marketing decisions with a global focus. Over the last two decades, there has been a shift in focus from domestic to global marketing. Emphasis in this course will be on the differences between domestic and global marketing, the scope of global marketing, and the integration of global marketing with other fields including, global economic forces, social and cultural influences, and the political and legal forces that affect international firms.

Prerequisites: Introduction to Marketing (BUS 141); English Composition I (ENG 101)

BUS 162 - INTRODUCTION TO INTERNATIONAL BUSINESS**3 CREDITS**

This course is designed to develop skills that will enable students to be comfortable and effective in a worldwide marketplace. Students should be able to understand and analyze the impact of trade negotiations on themselves and their firms. The global economic environment in which international businesses compete and the forces that have created this environment will be discussed.

Prerequisites: English Composition I (ENG 101)

BUS 181 - STARTING YOUR OWN BUSINESS**3 CREDITS**

Students enrolled in this course will learn how to plan, start, market, and manage a new small business enterprise. Emphasis will be place on a) identifying marketable business opportunities,

b) the business plan, and c) understanding and applying the principles of planning, organizing, activating, and controlling to a small business startup environment.

Prerequisites: English Comp I (ENG 101) or Concurrent

BUS 201 - INTERMEDIATE ACCOUNTING I

3 CREDITS

In this course, students will examine valuation problems relating to inventories, investments, receivables, and other assets. An emphasis is placed on accounting principles, income determination, and the preparation of financial statements.

Prerequisites: Principles of Accounting II (BUS 102)

BUS 202 - INTERMEDIATE ACCOUNTING II

3 CREDITS

As a continuation of Intermediate Accounting I (BUS201), students will examine problems relating to lease and pension plans, long-term investments, and current and long-term liabilities. Other topics discussed in the course include capital stock, stock rights and warrants, and an introduction to present value techniques for accounting valuation.

Prerequisites: Intermediate Accounting I (BUS 201)

BUS 203 - COST ACCOUNTING

3 CREDITS

Students enrolled in this course will examine cost accounting practice for various aspects of manufacturing, including materials, labor, and factory overhead. Cost accumulation is also discussed as it pertains to job order systems, process systems, and standard cost systems.

Prerequisites: Principles of Accounting II (BUS 102)

BUS 206 - INTRODUCTION TO FINANCE

3 CREDITS

An introduction to financial management for business firms is the focus of this course. After a review of financial statements and forms of organization, students will explore the use of assets and cost of capital as management evaluation techniques. Other topics discussed in class include an overview of the securities market, effects of inflation, investment institutions, and the essentials of international finance.

Prerequisites: Principles of Accounting II (BUS 102)

BUS 221 - BUSINESS LAW I

3 CREDITS

This course introduces students to the legal environment of business. Topics of discussion include sources of law, the court system, business torts, intellectual property, and cyber law, criminal law, E-commerce and dispute resolution, ethics, contract and product liability law.

Prerequisites: English Comp I (ENG 101) Concurrent

BUS 232 - MANAGEMENT II

3 CREDITS

As a continuation of Management I, this course examines the supervisory role of the business manager. Students will explore issues such as leadership and motivation, planning, problem solving, staffing, communication, styles of supervision, organizing, and controlling. Through classroom lectures, readings, homework assignments, and case studies, students will learn that successful management is based on both an understanding of business principles and the ability to supervise others.

BUS 262 - INTRODUCTION TO INTERNATIONAL BUSINESS

3 CREDITS

(Formerly BUS 662) This course is designed to develop skills that will enable students to be comfortable and effective in a worldwide marketplace. Students should be able to understand and analyze the impact of trade negotiations on themselves and their firms. The global economic

environment in which international businesses compete and the forces that have created this environment will be discussed.

Prerequisites: English Composition I (ENG 101)

BUS 298 - BUSINESS INTERNSHIP

3 CREDITS

This three-credit course is designed for students to gain hands-on experience in a work setting related to their career interest. Students must develop a resume, cover letter and references prior to placement. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral presentation. Students currently employed in their program of study may be eligible to combine the internship with their employment.

Prerequisites: Management I (BUS 131); Business Law I (BUS 321); English Composition I (ENG 101)

BUS 501 - INTRODUCTION TO HOSPITALITY INDUSTRY

3 CREDITS

This is a primary course for students considering a career in tourism/hospitality settings. The course begins by providing an overview of the breadth of the lodging industry (hotels, etc.) and the industry's related food and beverage segments. It continues with an investigation into how regions market themselves to tourists (destination management) and the key role played by the meetings/convention industry in bringing tourists to a destination's lodging (and other retail) establishments. A special focus of this course is an investigation into the "service" element of the hospitality industry.

BUS 520 - FUNDAMENTALS OF CUSTOMER SERVICE

3 CREDITS

This course focuses on the fundamentals of customer service necessary to the successful operation of service-oriented businesses with particular emphasis on the hospitality and tourism industry. The skills, attitudes, and thinking patterns needed to win customer satisfaction and loyalty will be examined through the use of real-world service encounters. Specific ways that service products can be delivered and what tools are at every customer-contact employee's disposal will be discussed.

BUS 540 - FOOD & BEVERAGE SERVICE

3 CREDITS

This course provides students with practical skills and knowledge for effective management of food and beverage service in outlets ranging from cafeterias and coffee shops to room service, banquet areas, and high check-average dining rooms. Basic service principles as well as emphasis on the special needs of guests will be discussed.

CRIMINAL JUSTICE PROGRAM (CJP)

CJP 100 - INTRODUCTION TO CRIMINAL JUSTICE

3 CREDITS

This course provides an overview of the history and present-day operation of the criminal justice process in the United States. Students will analyze the role, responsibility, and authority of each of the components of the system: police, courts, and corrections. They will also explore and examine the underlying principles and values of justice.

Prerequisites: Developmental Reading and Writing 2 (ENG 091)

CJP 110 - INTRODUCTION TO CRIMINOLOGY

3 CREDITS

This course introduces the student to the major perspectives, concerns, controversies, and debates that characterize the contemporary study of crime, criminals, and criminal behavior. It examines these problems by drawing upon other disciplines such as sociology, psychology, political science,

anthropology, philosophy, medicine, and biology i.e. to provide an integrated approach to understanding the problem of crime in contemporary society and to advance solutions to the crime quagmire.

Prerequisites: English Comp I (ENG 101)

CJP 120 - CRIMINAL LAW

3 CREDITS

This course examines criminal law in the United States from a broad perspective. It will present the general principles and doctrines that affect the whole of criminal law, such as elements of criminal offenses, defenses to crimes, theories of punishment and rehabilitation, and perspectives on crime and criminal law. In addition, students will learn the elements of some specific crimes, such as homicide, criminal sexual conduct, crimes against public order, crimes against public morals, and crimes against property, including burglary, larceny and arson. A brief discussion of criminal procedure and constitutional limitations on government will be presented as preparation for future study of criminal justice procedure.

Prerequisites: English Comp I (ENG 101)

CJP 130 - LAW ENFORCEMENT OPERATIONS

3 CREDITS

This course traces the development and evolution of law enforcement to current practices in the United States. Students will analyze the role of police agencies in our society and current problems faced by law enforcement. Career opportunities in local, state, and federal law enforcement will be discussed.

Prerequisites: English Comp I (ENG 101)

CJP 140 - CRIMINAL COURT PROCESS

3 CREDITS

This course provides a comprehensive look at the criminal justice process from arrest to sentencing. Students will analyze the responsibilities of prosecutors, defense attorneys, and judges and the role that each plays in the process. Topics will include: plea-bargaining, victim-witness assistance, jury selection, diversion and sentencing options.

Prerequisites: English Comp I (ENG 101)

CJP 160 - JUVENILE JUSTICE SYSTEM

3 CREDITS

This course traces the historical development of the juvenile justice system and examines how and why youthful offenders and children designated "in need of service" are treated differently from adults. Recent legislative changes and the impact of these changes on the handling of certain categories of juveniles will also be studied.

CJP 200 - CONSTITUTIONAL LAW

3 CREDITS

In this course, students will focus on selected aspects of civil liberties and civil rights in the United States. It will address government limitations of power, and constitutional law questions about "who" should decide the content and nature of liberty as well as the issues of judicial activism and restraint. The primary goal of the course is to discuss our rights-not who defines them. Therefore, emphasis is on the Constitution and US Supreme Court cases which delineate the legal doctrines relevant to defining the constitution's guarantees of liberty. The student will be expected to learn about freedom of speech and press, freedom of religion, privacy, discrimination, capital punishment, and future directions. This course will help students grow as citizens and enable them to critically analyze the events surrounding them. Previous course code and title CJP 260 CIVIL LIBERTIES UNDER THE CONSTITUTION.

Prerequisites: English Comp I (ENG 101)

CJP 202 - PROBAT, PAROLE, COMMUNITY CORRECTIONS**3 CREDITS**

This course traces the development and roles of probation, parole and other community sentencing alternatives in the United States. Particular attention is paid to the legal, functional and administrative aspects of these sanctions, as well as the impact on recidivism and offender reintegration.

Prerequisites: English Comp I (ENG 101)

CJP 204 - FAMILY LAW**3 CREDITS**

This course is intended to provide students with the skills and information necessary to review and analyze important issues in family law. Students will learn about paternity, divorce, child custody and support, alimony and adoption proceedings as well as domestic violence restraining orders and actions relating to pre and post nuptial agreements and separation orders.

Prerequisites: English Comp I (ENG 101)

CJP 210 - CORRECTIONAL INSTITUTIONS**3 CREDITS**

The development of correctional institutions and current correctional practices in the United States. Students will analyze the function and operation of correctional facilities, with particular emphasis on the Massachusetts correctional system.

Prerequisites: English Comp I (ENG 101)

CJP 226 - RACE, ETHNICITY, AND CRIME**3 CREDITS**

This course explores the social context for the constructs of race and ethnicity and analyzes the racial and ethnic implications of the United States Constitution and other federal and state laws. Particular attention will be paid to identifying and analyzing landmark cases and their impact on the political and legal structure of the nation. Students will also evaluate the effects of racial, ethnic and gender bias in jury selection, jury verdicts, sentencing, corrections and other areas of the criminal justice system.

CJP 260 - CIVIL LIBERTIES**3 CREDITS**

This course will present a description of the history of the United States Constitutional interpretation and current doctrine concerning judicial review, the Federal and State System, the Bill of Rights, Separation of Powers, Freedom of Speech and Religion, Due Process and Equal Protection. Special attention will be given to current controversies regarding Judicial Activism, Judicial Restrain pointing directly to the recent United States Supreme Court's role in the election 2000. Particular emphasis will be made regarding challenge against the "Right of Privacy" and Affirmative Action.

CJP 298 - CRIMINAL JUSTICE INTERNSHIP**3 CREDITS**

Requires instructor and Internship Coordinator's approval. (Room 219 - Tue/Thu 11:30 a.m. - 12:45 p.m.) Days - To be announced

EARLY CHILDHOOD EDUCATION (ECE)

ECE 101 - CHILD GROWTH & DEVELOPMENT**3 CREDITS**

Students enrolled in this course will explore the theories and practices of growth and development for infants and young children, with an emphasis on significant and recent research, contemporary schools of thought, and theories of human development. Additional topics covered in this course include the influence of heredity and environment on child development, infant and child health care, socialization and sex role stereotyping. Fulfills Social Science core requirement.

Prerequisites: English Comp I (ENG 101) or Concurrent

ECE 102 - OBSERVING & RECORDING**3 CREDITS**

Students enrolled in this field placement course will observe, analyze, and evaluate childhood behavior in a variety of pre-school settings. Particular attention will be focused on the children's social, emotional, and intellectual skills. Other topics discussed in class include the role of the classroom teacher, the curriculum, and the organization of pre-school settings. Field study comprises two thirds of the course.

Prerequisites: Child Growth and Development (ECE 101)

ECE 106 - GUIDANCE & DISCIPLINE**3 CREDITS**

This course will develop a framework for understanding the emotional and behavioral development of young children. It will examine traditional methods of teaching right and wrong by using reward and/or punishment, which often gives the appearance of working. It will also emphasize the interpersonal relationships between children, teachers and caregivers based on communication, respect, love and understanding. Students will examine the art of teaching and helping children to learn with understanding of class controls and structuring/restructuring of the environment.

Prerequisites: Child Growth and Development (ECE 101); Observing and Recording Childhood Behavior (ECE 102)

ECE 201 - EXPLORING PARENTING**3 CREDITS**

Learning to facilitate parent education groups and understanding group dynamics in a culturally sensitive environment is the focus of this course. Students will develop group leadership and group facilitation skills as they explore current issues in parenting as identified by the Office of Youth Services.

Prerequisite: Child Growth and Development (ECE 101) or concurrent

ECE 202 - HISTORY & THEORY EARLY CHILDHOOD**3 CREDITS**

Students enrolled in this course will review the history and theories of early childhood education as the basis for exploring contemporary issues. Classroom discussions and readings will focus on current trends and the future direction of early childhood education, relative to educational practices and classroom curriculum.

Prerequisites: Child Growth and Development (ECE 101); Observing & Recording (ECE 102)

ECE 203 - SPECIAL NEEDS CHILD CARE**3 CREDITS**

Students enrolled in this course will develop an understanding of the abilities and disabilities of children classified as exceptional or "special needs" children, as well as the instructional organizations necessary to help special needs students achieve their potential. In addition, students will examine the impact of educational and psychological handicaps on an individual.

Prerequisites: Child Growth and Development (ECE 101); Observing & Recording (ECE 102)

ECE 204 - CHILD HEALTH CARE**3 CREDITS**

This course identifies and discusses the health problems and health needs of young children, including common childhood disorders and diseases and the principles of nutrition related to meal planning for young children. Students examine the role of both the school and the home in the physical development of young children.

Prerequisites: Child Growth and Development (ECE 101)

ECE 205 - EXPRESSIVE ARTS**3 CREDITS**

The central theme of this course is to explore the many ways in which children can express their creativity in a day care environment through planned activities involving music, art, rhythm and movement, and dramatic play. Through expressive arts, teachers can gain insight into a child's individual personality, hopes, dreams, fears, and frustrations and can use this information to create a positive and rewarding learning environment for young children aged 2-6.

Prerequisites: Child Growth and Development (ECE 101); Observing & Recording (ECE 102)

ECE 206 - EARLY CHILDHOOD CURRICULUM I**3 CREDITS**

This course emphasizes development of instructional skills and the application of those skills to a specific method for individualizing instruction. The course is beneficial to both the novice and the experienced teacher, as it strengthens the skills a teacher must possess to function successfully in all learning environments for young children.

Prerequisites: Child Growth and Development (ECE 101); Observing & Recording (ECE 102)

ECE 207 - EARLY CHILDHOOD CURRICULUM II**3 CREDITS**

As a continuation of ECE206, students will further study the curriculum, methods, and techniques used in teaching young children.

Prerequisites: Curriculum I (ECE 206); Internship I (ECE 298) or Concurrent

ECE 208 - SUPERVISION AND ADMINISTRATION CENTER**3 CREDITS**

Planning and administration of the overall operations of a day care environment are the focus of this course. Students will be presented with a comprehensive view of contemporary day care issues, including developmental characteristics of young children, planning the environment, programming, licensing, staffing, community involvement, and parent relationships. This course provides opportunities for field observation and classroom management.

Prerequisites: Child Growth and Development (ECE 101); Observing & Recording (ECE 102)

ECE 298 - CHILDCARE INTERNSHIP I**3 CREDITS**

Internships provide a framework within which early Childhood Education students can work directly with young children in a classroom environment. Students enrolled in this course will work under the direct supervision of the classroom teacher, who will meet with the students regularly and assist in the development and implementation of lesson plans. The supervising teacher submits periodic evaluations to the course instructor. This evaluation is an important component of the final grade, and will require a total site experience of 150 hours per semester. This course is to be taken concurrently with ECE 206.

Prerequisites: Early Childhood Curriculum I (ECE 206) Concurrent

ECE 299 - CHILDCARE INTERNSHIP II**3 CREDITS**

In this course, which is a continuation of ECE298, students will work with individual children in a classroom environment to assess their learning needs and design appropriate programs for young children. Students enrolled in this course will work under the direct supervision of the classroom teacher, who will meet with the students regularly to review their work and plan for the implementation of specific lessons. The supervising teacher submits periodic evaluations to the course instructor. This evaluation is an important component of the final grade, and will require a total site experience of 150 hours per semester. This course is to be taken concurrently with ECE206.

Prerequisites: Early Childhood Curriculum II (ECE 207) or Concurrent

ENGINEERING (EGR)

EGR 120 - ENGINEERING COMPUTATIONS I

3 CREDITS

This course provides students with an opportunity to explore the most popular computational tool(s) used by engineers. Currently, this course focuses exclusively on MATLAB®. Appropriate computation methodologies will be presented. Introductory data acquisition will be presented. Topics are limited to functions of one variable. Students are expected to submit a term project report.

Prerequisites: Pre-Calculus (MAT 103) Concurrent

EGR 135 - ENGINEERING FUNDAMENTALS

3 CREDITS

This course provides students with an opportunity to explore a variety of engineering fields as well as their talents and interests, guides them to learn practice design and teamwork, and communication in engineering. Students will study and compare ethics and regulations. Essential skills in mathematics and physical sciences will be developed. Students are expected to submit a term project report with evolution record of a gantt chart.

Prerequisites: Pre-Calculus (MAT 103) or Placement

EGR 220 - ENGINEERING COMPUTATIONS II

3 CREDITS

This course focuses on the theory and practice of an advanced engineering computation tool that is currently an industry standard. Major emphasis on presentation and manipulation of multivariate functions, without the depth taught in multivariate calculus.

Prerequisites: Engineering Computations I (EGR 120); Calculus III (MAT 205) Concurrent

ENGLISH (ENG)

ENG 090 - DEVELOPMENTAL READING AND WRITING I

4 CREDITS

This course reviews initial reading skills to assist students in acquiring competence in reading comprehension and vocabulary. It is designed to review Basic English grammar, syntax, spelling, and punctuation. This course will teach effective sentence-writing, paragraph writing, and essay structure in preparation for ENG091 and college-level writing. This course does not satisfy any degree requirements.

ENG 091 - DEVELOPMENTAL READING AND WRITING 2

4 CREDITS

This course continues the development of reading comprehension and vocabulary skills to help students attain college-level reading skills. The writing focus is on paragraph development and organization, which includes types of paragraphs, idea development, and effective transition. It introduces essay writing. This course does not satisfy any degree requirements.

ENG 098 - PRE-COLLEGE READING

3 CREDITS

This course is designed to give students an awareness of the reading comprehension process and practice in comprehending both expository and literary college texts. The course will focus on organizational patterns, vocabulary development, and reading and study techniques. This course does not satisfy any degree requirements.

ENG 099 - PRE-COLLEGE WRITING

3 CREDITS

This course focuses on paragraph development and organization. It includes types of paragraphs, idea development, coherence, and effective transition. It introduces essay writing and is designed for the student who has college-level reading ability but is not yet ready for the rigor of ENG 101. The course helps to prepare students for English Composition I. This course does not satisfy any degree requirements.

ENG 101 - ENGLISH COMPOSITION I**3 CREDITS**

The focus of this course is learning how to write narrative, descriptive, expository, and argumentative essays. It prepares the student to write a research paper. Students are required to read and respond to selected short works that will serve as models for their writing assignments

Prerequisites: English Composition I (ENG 101) Eligible

ENG 102 - ENGLISH COMPOSITION II**3 CREDITS**

In this course, students will continue to develop their writing skills, with an emphasis on proper research procedures. A research paper is required. Students will be introduced to various genres of literature, including poetry, drama, and short stories, and will be required to write a series of short critical essays analyzing selected works.

Prerequisites: English Composition I (ENG 101)

ENG 110 - INTRODUCTION TO SPEECH**3 CREDITS**

This course explores techniques for effective public speaking in both large and small group settings. Students will develop effective communication skills through a variety of classroom discussions and oral presentations. In addition, students will explore the appropriate use of a variety of oral communication styles.

Prerequisites: English Composition I (ENG 101)

ENG 220 - WORLD LITERATURE I**3 CREDITS**

This survey course exposes students to writers from ancient times to the 17th century. Students will read work chosen from Biblical, Greek, Roman, Asian, African, Medieval, and Renaissance literature.

Prerequisites: English Composition II (ENG 102)

ENG 221 - WORLD LITERATURE II**3 CREDITS**

A broad range of writers and literary styles will be examined in this course. Students will read the works of American, European, African, South American, and Asian writers from the late 17th century to the present, with a focus on Neoclassical, Romantic, Realistic, Naturalistic, and Modern Literature. Prerequisites: English Composition II (ENG 102)

ENG 225 - AFRICAN-AMERICAN LITERATURE**3 CREDITS**

African-American Literature will present the student with an overview of African-American writers past and present. The course is designed to give students an understanding and appreciation of African-American literature, from early poetry and spirituals through contemporary Black literature.

Prerequisites: English Composition II (ENG 102)

ENG 226 - LITERATURE IN AMERICA I**3 CREDITS**

As an introduction to American literature, this course provides a chronological survey of American literature from the Colonial period through the Civil War. The relationship between literature and American life and culture will be examined in the works of authors from a variety of social segments.

Prerequisites: English Composition II (ENG 102)

ENG 232 - CHILDREN'S LITERATURE**3 CREDITS**

This course will provide a survey of children's literature from a cross-cultural perspective. Students will develop a framework for evaluating the texts for literary and artistic quality and will examine the value system projected by individual literary works. The course will introduce students to relevant children's literature collections and reference materials. Finally, students will learn to apply critical concepts to other forms of media directed at children, including, film, television, magazines, and computer games.

Prerequisites: English Composition II (ENG 102) or Concurrent

ENG 235 - LITERATURE AFRICA & CARIBBEAN**3 CREDITS**

This course will introduce students to various writers from Africa and the Caribbean, ranging from the 18th century narrative of Olaudah Equiano to contemporary writers. Students will read novels, stories, and poetry from Africa and the Caribbean. The readings will be considered in the historical contexts of their origin and their shared experiences, as expressed through the emergence of Pan-Africanism, the Negritude Movement of the early twentieth century, and the subsequent struggles for political independence from colonial powers.

Prerequisites: English Composition II (ENG 102)

ENG 245 - CONTEMPORARY SHORT STORIES**3 CREDITS**

The focus of this course is to expose students to short stories written by authors from around the world. Students will read, discuss, and critique short stories and respond to "The Critical Questions for Reading the Short Story" and other literary questions. The Critical Questions refer to the stories' characters, plot, structure, symbolism, settings, atmosphere, narrators, writing style, and themes.

Prerequisites: English Composition II (ENG 102)

ENG 251 - JOURNALISM I**3 CREDITS**

Students enrolled in this course will learn the techniques of collecting information and will examine different forms of newspaper and newsletter writing and layout. Journalism is used as a means of introducing students to relevant social and philosophical issues.

Prerequisites: English Composition I (ENG 101)

ENG 260 - CREATIVE WRITING SEMINAR**3 CREDITS**

This course offers the focus and discipline that are necessary for students with an interest in creative writing. It emphasizes the essential elements required for writing short stories and poetry. Students' work and good writing models will be read and discussed in class.

Prerequisites: English Composition I (ENG 101)

ENG 300 - CRITICAL WRITING & THINKING**3 CREDITS**

This course introduces students to the principles and standards of thinking and writing effectively. It is intended to enhance students' abilities to analyze, interpret, and evaluate issues, ideas, and problems. The course will focus on critical thinking and writing as mechanisms for processing information and for arriving at more objective conclusions based on reason and logic rather than on subjective biases and emotions. The strength of the course is the emphasis on writing as a way of extending thinking.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESL)**ESL 020 - ESL WRITING B****3 CREDITS**

Students are advised to register with ESL 028. This is the writing course of the academic ESOL sequence and is designed for high-intermediate-level students. Through selected readings in narrative and academic materials, students will learn to recognize contextual clues, summarize information, and analyze the structure of words. Emphasis will be placed on using correct grammar and punctuation in well-developed paragraphs and compositions. In writing, students will state opinions, provide facts to support their opinions, and compare and contrast information. This course does not satisfy degree requirements.

Prerequisite: Placement test

ESL 025 - ESL GRAMMAR B**3 CREDITS**

This is the first grammar course of the academic ESOL sequence and is designed for students with a high-intermediate level of comprehension and knowledge of English grammar. Students will analyze the rules of English grammar, learn to recognize and use a greater variety of grammar structures and verb tenses and differentiate each of these verb tenses from the other. This course does not satisfy degree requirements.

Prerequisite: Placement

ESL 026 - ACADEMIC NOTE-TAKING & PRESENTATION B**3 CREDITS**

This is the first Academic Note-Taking and Presentation course of the ESOL sequence. This course will introduce students to note-taking and oral presentation in academic environments. It is designed for students with a high-intermediate level in spoken English who require practice and direction to integrate grammatical structures accurately into spoken English as preparation for success in college. Activities will enable them to apply both old and new structures in authentic contexts. This course does not satisfy degree requirements.

Prerequisite: Placement

ESL 028 - ESL READING B**3 CREDITS**

Students are advised to register with ESL 020. This is the first reading course of the academic ESOL sequence and is designed for students with high intermediate reading ability in English. Through selected readings in narrative and academic materials, students will learn to recognize contextual clues, summarize information, and analyze the structure of words. ... This course does not satisfy degree requirements.

Prerequisite: Placement test

ESL 030 - ESL WRITING C**3 CREDITS**

This course is designed for students who have a low-advanced writing ability. Students will learn to write compound and complex sentences using appropriate connectors and punctuation, within the structure of several types of well-developed paragraphs. This course does not satisfy degree requirements.

Prerequisite: ESL Writing Level B (ESL 020) or Placement

ESL 036 - ACADEMIC NOTE-TAKING & PRESENTATION C**3 CREDITS**

This is the second Academic Note-Taking and Presentation course of the ESOL sequence. Students will take classroom notes from a variety of content areas and give oral presentations based on their notes. This low-advanced course is designed for students with a strong foundation in spoken English who require practice and direction to integrate grammatical structures accurately into spoken English as preparation for success in college courses. This course does not satisfy degree requirements.

Prerequisite: Academic Note-Taking and Presentation B (ESL 026) or Placement.

ESL 038 - ESL READING C**3 CREDITS**

Students are advised to register with ESL 030. This reading course in the academic ESOL sequence is designed for students who have a low-advanced reading ability. Students will read a variety of advanced-level materials, with an emphasis on increasing vocabulary, summarizing information, and distinguishing between main ideas and supporting details. This course does not satisfy any degree requirements.

Prerequisite: ESL Reading Level B (ESL 028) or Placement

ESL 040 - ESL WRITING D**3 CREDITS**

Students are advised to register with ESL 048. This course is designed for students who have a high-advanced writing ability. Students will learn to write a variety of well organized paragraphs using advanced vocabulary, correct grammar, correct punctuation and a variety of sentence structures. This is the last course in the ESL writing sequence. This course does not satisfy any degree requirements.

Prerequisite: ESL Writing Level C (ESL 030) or Placement

ESL 046 - ACADEMIC NOTE-TAKING & PRESENTATION D**3 CREDITS**

This is the final Academic Note-Taking and Presentation course of the ESOL sequence. Students will take lecture notes and give increasingly complex oral presentations, with visual support, in academic environments. This advanced course is designed for students with a strong foundation in spoken English who will benefit from intensive practice and direction to integrate grammatical structures accurately into spoken English as preparation for college courses. Attention will be given to rhetoric and style with varying levels of formality. This course does not satisfy degree requirements.

Prerequisites: Acad Note-Taking & Presentation C (ESL 036) or Placement

ESL 048 - ESL READING D**3 CREDITS**

This reading course in the academic ESOL sequence is designed for students who have a high-advanced reading ability. Students will read a variety of advanced-level materials including newspapers, magazines, short stories, and samples from college textbooks. Emphasis will be placed differentiating between fact and opinion, drawing inferences, expanding vocabulary, and developing effective dictionary skills. This is the last course in the ESL reading sequence; it will prepare students for English Department courses. This course does not satisfy any degree requirements.

Prerequisite: ESL Reading Level C (ESL 038)

HEALTH SCIENCES (HLT)

HLT 130 - FUNDAMENTALS OF MENTAL HEALTH**3 CREDITS**

This course will introduce students to basic concepts of mental health and mental illness. It is the initial course in the Mental Health Certificate Program. The student will concentrate on developing therapeutic patterns of communication across the life span and across cultures.

Prerequisites: English Composition I (ENG 101) Eligible

HLT 131 - SKILLS FOR THE MENTAL HEALTH WORKER**3 CREDITS**

This course will develop the practical skills needed by the mental health worker. The course will include both theory and "hands-on" techniques that are required in the care of the mentally ill or substance abuse client. Prerequisites: English Composition I (ENG 101) Eligible

HLT 135 - THEORY & PRACTICE IN MENTAL HEALTH**3 CREDITS**

This course will explore the most common mental illnesses and their treatments. The student will develop communication skills for helping persons with schizophrenia, affective and mood disorders, post-traumatic stress syndrome, substance abuse and forensic issues. Basic principles surrounding the actions of psycho-pharmaceuticals are discussed.

Prerequisites: English Composition I (ENG 101) Eligible

HLT 150 - INTRODUCTION TO RADIOLOGY TECHNOLOGY**3 CREDITS**

This beginning level course provides an introduction to the organization and operation of agencies providing health care and radiology services. Medical terminology and radiologic topics including

elementary radiation protection, professional ethics, darkroom techniques, common contrast media, photographic principals of radiologic exposure, film and intensifying screens are presented. The student will also perform core clinical competencies in patient care.

Prerequisites: Acceptance In Rad Tech Required.

HLT 152 - BASIC RADIOLOGIC PROCEDURES

3 CREDITS

In this laboratory course, the student is presented with all routine radiographic procedures and applicable anatomy of the appendicular skeleton. Laboratory positioning exercises prepare the student for practical application of the procedures in the assigned radiology department in healthcare agencies.

Prerequisites: English Composition I (ENG 101); College-Level Math; Anatomy and Physiology I (SCI 201)

HLT 154 - RAD TECH CLINICAL PRACTICUM I

4 CREDITS

In this first clinical course, students are oriented to the clinical practicum experience and health agency guidelines, and learn about medical ethics and patient interaction. Observation and supervised performance of required radiographic examinations for clinical competence includes positioning of the chest, abdomen, upper and lower extremities.

Co-requisites: Introduction to Radiology Technology (HLT 150); Basic Radiographic Procedures (HLT 152); Anatomy and Physiology II (SCI 202). Additional Requirements: current CPR certification at Health Professional level; compliance with all health requirements; CORI clearance

HLT 170 - PRINCIPLES OF RADIOLOGICAL QUALITY

3 CREDITS

This second semester course continues to build on the foundation knowledge presented in the introductory courses. Student learning emphasizes topics of patient care, contrast media, radiographic quality, utilization of devices for improving the radiographic image, and equipment sterilization.

Prerequisites: Intro to Radiology Technology (HLT 150); Basic Radiologic Procedures (HLT 152); Clinical Practicum I (HLT 154)

HLT 171 - RADIOLOGICAL INSTRUMENTATION

3 CREDITS

This second semester course of the radiologic technology program presents and expands upon principles of general physics and concepts in technical math. This course presents the foundations of electrical physics and principles related to the radiography field. Topics will include an understanding of physics principles, concepts, and components) required in the electrical production of radiation used in the clinical setting and of the principles used in image capturing techniques. The course also presents basic interactions of radiation with matter. Applied radiographic calculations are also covered.

Prerequisites: Intro to Radiology Technology (HLT 150); Basic Radiologic Procedures (HLT 152); Clinical Practicum I (HLT 154)

HLT 172 - INTERMEDIATE RAD PROCEDURES

3 CREDITS

In this second laboratory course, the student continues to be presented with routine radiographic procedures and applicable anatomy of the axial skeleton. Phantom radiography and role-playing prepare the student for practical application of the procedures in the assigned radiology department in health care agencies.

Prerequisites: Intro to Radiology Technology (HLT 150); Basic Radiologic Procedures (HLT 152); Clinical Practicum I (HLT 154)

HLT 174 - HEALTH CLINICAL PRACTICUM II**3 CREDITS**

In this second clinical course, students continue to learn the fundamentals of radiographic positioning and principles of radiographic exposure, including examinations of the pelvis and hips, ribs and sternum, spine, digestive system, urinary tract and biliary system. This clinical practicum also provides students with additional film critique and the principles of pediatric radiography.

Prerequisites: Intro to Radiology Technology (HLT 150); Basic Radiologic Procedures (HLT 152); Clinical Practicum I (HLT 154)

HLT 250 - FUNDAMENTALS OF RADIOBIOLOGY**4 CREDITS**

This course is designed to provide fundamental information in the area of applied radiobiology. Course topics will include basic interactions of radiation matter, biological effects, radiation dose, occupational and non-occupational dose equivalent limits, exposure monitoring and units of measurement. Radiographically significant pathology will be included. Course placement: Fall Semester-second year

Prerequisites: Clinical Practicum III Rad Tech (HLT 175)

HLT 252 - ADVANCED RADIOGRAPHIC PROCEDURES**3 CREDITS**

Major topics include skull, facial and sinus anatomy and positioning. Myelography, arthrography, angiography and skeletal surveys will be introduced. Special radiographic procedures will also be covered including computed tomography, magnetic resonance imaging, nuclear medicine, and ultrasound. Phantom radiography and role-playing prepare the student for practical application of the procedures in the assigned radiology department in health care agencies.

Prerequisites: Clinical Practicum III Rad Tech (HLT 175)

HLT 254 - RAD TECH CLINICAL PRACTICUM IV**4 CREDITS**

The senior student begins this clinical practicum demonstrating competence in the basic skills and exams learned in the first year. The student has progressed both professionally and educationally through the summer practicum and now takes on the advanced positions and procedures of the program. The student must demonstrate growth and development in both clinical and professional behavior during the practicum. The "Critical Clinical Objectives" for this practicum MUST be met in order to continue in the program.

Prerequisites: Clinical Practicum III Rad Tech (HLT 175)

HLT 270 - TOPICS IN RADIOLOGICAL TECHNOLOGY**3 CREDITS**

This course is designed to round out the student's educational experience in the Program. Major topics included are Pharmacology, Quality Management, Ethics in Health Care, Professional and Career Development beyond the student status, Cross Sectional Anatomy, Conventional Tomography, Magnification Radiography, and Radiologic Pathology.

Prerequisites: Fundamentals of Radiobiology (HLT 250); Advanced Radiographic Procedures (HLT 252); Clinical Practicum IV (HLT 254)

HLT 274 - HEALTH CLINICAL PRACTICUM V**4 CREDITS**

The senior student begins this last clinical practicum demonstrating competence in the basic skills and exams learned in the first year. The student has progressed both professionally and educationally through the Program and continues to grow and develop both professionally and technically. All mandatory and elective competencies must be demonstrated for completion and graduation. The "Critical Clinical Objectives" for this practicum MUST be met to continue in the program.

Prerequisites: Clinical Practicum IV (HLT 254)

HLT 298 - INTERNSHIP IN MENTAL HEALTH**3 CREDITS**

This course includes 150 hours of supervised practice in an acute or chronic care mental health setting. The student will incorporate principles learned in the other courses offered in the mental health certificate major. There will be a weekly seminar (2 hours) where students from several internship settings will share experiences.

Prerequisites: English Composition I (ENG 101) Eligible, permission of instructor

HUMANITIES (HUM)**HUM 100 - INTRODUCTION TO MUSIC****3 CREDITS**

The Introduction to Music course will foster an understanding and appreciation of music in the broadest sense. Students will learn to recognize and differentiate the various media employed to express music, such as the human voice and an array of musical instruments. They will have an opportunity to understand that music has expressed the emotions and ideals of humanity in all places at all times. Representative examples of musical forms, historical periods in music, and a broad spectrum of global cultures will be used to teach students that musical culture is universal.

HUM 103 - MUSIC THEORY I**3 CREDITS**

This course is designed to provide students with the basic knowledge and skills of music reading, writing, and analysis, including notation in all three clefs; reading notes by their letter names, as syllables in both fixed and relative "do", and as numbers; reading and writing key signatures and scales in sharp and flat keys (both major and minor keys); harmonic progressions; instrumentation; and other general knowledge leading to a better understanding of how music works. Students will analyze the melodic, rhythmic, and choral construction of selected simple pieces representing various musical traditions from around the world.

Prerequisites: Dev Read & Write 2 (ENG 091); Placement

HUM 105 - PIANO KEYBOARD I**3 CREDITS**

The Piano Keyboard I course will introduce basic piano keyboard skills, such as fingering patterns in both left and right hands, separately and together. The course will employ the notes played by the five fingers plus an extension of one note above and below. Emphasis will be placed on reading, as well as on the use of the I-IV-V7 harmonic progression. Piano text used will not only teach basic skills but also will add pleasure and build appreciation of piano repertoire.

HUM 106 - PIANO KEYBOARD II**3 CREDITS**

Piano Keyboard II builds on the skills developed in Piano Keyboard 1. The piano pieces will extend the range to four octaves and will add techniques such as grace notes, blues, and new choral progressions, as well as the rhythmic complexity found in classical popular tunes. Piano Keyboard II will complete the piano textbook.

Prerequisites: Piano Keyboard I

HUM 108 - WORLD MUSIC**3 CREDITS**

The World Music course will foster an understanding and appreciation of music from around the world, especially non-Western music. Students will explore the music of the Americas, Africa, the Middle East, East Asia, and the Indian subcontinent. The music of the many cultures represented by the students on campus will form the nucleus of the music studied. Students will learn how music expresses each group's sociological, historical, and geographical relationship to the music of other cultures. They will recognize and differentiate the ways in which the human voice and traditional instruments express the cultures of people around the world. Representative examples

of musical forms and historical periods will be used to teach the students to appreciate that music has expressed the emotions and ideals of humanity in all places at all times.

HUM 109 - VOCAL PERFORMANCE WORKSHOP I

3 CREDITS

The Vocal Performance Workshop class will offer instruction in the basic music skills which will be taught through a vocal warm-up. The beginning segment of each class, will start with a vocal warm-up, used to focus and open up the range of the students' voice into the head voice. These exercises will prepare students for their solo class performance. Specifically, each vocal warm-up session will include stretching exercises, leading to erect posture without tension, followed by both cleansing and controlled deep breathing exercises. The instructor will then lead the class in vocal exercises using the pure Italian vowels.

HUM 120 - RELIGIONS IN CONTEMPORARY WORLD

3 CREDITS

This course introduces students to many of the major themes and practices of world religions and examines the role of religion in the world today. Students will study what constitutes a religious experience, the nature of faith, the function of ritual, the impact of secularization, and the role religious traditions have in social and personal transformation.

Prerequisites: English Composition I (ENG 101)

HUM 130 - INTRODUCTION TO PHILOSOPHY

3 CREDITS

This course provides an introductory examination in global perspective of the problems and methods of philosophy. Topics may include: the meaning and purpose of life, the nature of knowledge, justice and politics, personal identity, the role of art in society, and ethics. While several major philosophers and historical movements will be introduced, the emphasis will be placed on exposing students to problems in philosophy, helping them analyze arguments, and discovering ways to apply philosophical skills in and beyond the classroom.

Prerequisites: English Composition I (ENG 101) or Concurrent

HUM 131 - HUMAN CONDUCT & VALUES

3 CREDITS

In this course students will explore a variety of theories and practices relative to the question of conduct and moral judgment, including utilitarianism, hedonism, and Marxism. Students will consider their own system of ethics and morals as they discuss such current topics as racism, disciplining children, abortion, capital punishment, sex, and world hunger.

Prerequisites: English Composition I (ENG 101)

HUM 132 - INTRODUCTION TO HUMANITIES

3 CREDITS

The focus of this course is an examination of the different ways in which various cultures have expressed their humanity through philosophy, art, and social mores. Students will explore the ideas of traditional Indian, Chinese, and African cultures and will use this information to gain a greater understanding and appreciation of their own culture and the cultural diversity of today's global village.

Prerequisites: Developmental Reading and Writing 2 (ENG 091)

HUM 134 - IMAGES OF BLACK AMERICANS

3 CREDITS

This course will trace the historical development of stereotypic and negative images of Black Americans, particularly in the media, and will examine the psychological impact of those images on African Americans and other individuals in our society. In addition, the course will acknowledge renowned African-American individuals and social movements that have contributed to the development of our society.

Prerequisites: Developmental Reading and Writing II (ENG 091) or Placement

HUM 135 - LOGIC FOR EVERYDAY USE**3 CREDITS**

The ability to differentiate between valid and invalid reasoning is a valuable tool for all individuals. In this course, students will develop skills to strengthen their own thinking and communicating processes and to recognize and analyze the logic of information encountered in everyday life.

Prerequisites: Developmental Reading and Writing 2 (ENG 091)

HUM 140 - ELEMENTS OF PERFORMANCE ARTS**3 CREDITS**

This course introduces students to the fundamental elements of musical and theatrical styles and provides an exploration of how the performing arts have been used to reflect the ideas, aspirations, and direction of various cultures. Students will examine the role and function of the performing arts in various cultures.

HUM 141 - ACTING I**3 CREDITS**

This course introduces students to techniques that cover the scope of theatrical performance. Students will study and practice various modes of performance, such as mime, movement, dialogue, characterization and improvisation.

HUM 142 - ACTING II**3 CREDITS**

A course designed to take students further in their exploration of skills and challenges of the art of acting, with an emphasis on the variety of ways acting is practiced in different cultures. Students will read basic texts on acting, including the works of Stanislavski, Brecht, and Chekhov. The focus of the course is on developing characters and working with texts that include poetry, monologues from plays, and dramatic scene study. Students will be introduced to costumes and are required to participate in a variety of workshop activities in class.

Prerequisites: Acting I (HUM 141)

HUM 161 - ART HISTORY AND APPRECIATION I**3 CREDITS**

This course is a survey of the visual arts, covering a variety of artistic and cultural styles. With an emphasis on the role of perception, students will explore the art of Africa, Egypt, India, China, Japan, and Greece, as well as Medieval and Renaissance art, and will discuss the impact of each of these styles or periods on Western civilization.

Prerequisites: English Composition I (ENG 101)

HUM 162 - ART HISTORY AND APPRECIATION II**3 CREDITS**

As a continuation of HUM 161, students enrolled in this course will examine artistic styles and forms from the Renaissance to the present.

Prerequisites: Art History and Appreciation I (HUM 161)

HUM 163 - PHOTOGRAPHY I**3 CREDITS**

The study of all the methods and techniques of digital imaging, including Photoshop software basics, input and output options camera use, photo editing, printing, print mounting, and critical and esthetic evaluation of photographs. Use of cameras, media, and software is included as part of this course.

Pre-requisite: Developmental Reading and Writing II (ENG 091)

HUM 165 - DRAWING I**3 CREDITS**

Students enrolled in this hands-on course will explore the use of basic drawing techniques. Topics include the use of perspective and proportion, and achievement of realism in drawing.

HUM 166 - DRAWING II**3 CREDITS**

As a continuation of DRAWING I, students will refine their use of perspective, proportion, and realism to create unified pictorial compositions.

Prerequisites: Drawing I (HUM 165)

HUM 167 - SCULPTURE I**3 CREDITS**

This course introduces students to a variety of sculpture techniques, including molding, casting, construction in plaster, wax, and clay, and the basics of carving wood.

HUM 170 - PAINTING I**3 CREDITS**

Students will explore color theory, the use of color throughout history, and application techniques for watercolor, acrylic, and oil paints.

HUM 174 - ELEMENTS OF ART AND DESIGN**3 CREDITS**

This course provides an introduction to the elements of art and design. Students will develop an appreciation of the visual processes through which seemingly unrelated experiences, ideas, concepts, and materials are brought together to form connections through various design elements.

HUM 180 - MODERN DANCE I**3 CREDITS**

The techniques of dance as taught through discipline of muscular control and rhythm awareness are the focus of this course. Students will explore classical ballet concepts and techniques as the foundation for other dance styles, including modern jazz and ethnic dance.

HUM 181 - MODERN DANCE II**3 CREDITS**

PREREQUISITE: MODERN DANCE I In this continuation of Modern Dance I, students will strengthen their muscular control and sense of rhythm through exercises and dance movements that call upon the techniques and styles of a number of dance forms.

HUM 290 - HONORS COLLOQUIUM**3 CREDITS**

This course is designed to serve as the foundation course for the honors program at Roxbury Community College. This course will focus on an interdisciplinary theme, which can be explored from multiple perspectives and disciplines. The semester theme will be examined through works of literary merit - fiction and non-fiction, critical essays, historical and scientific documents. In addition to the course work, a research paper and a final presentation are required of all participants.

Prerequisites: ENG 101 and permission of instructor

HUM 298 - HUMANITIES INTERNSHIP**3 CREDITS**

This three-credit course is offered during the fall and spring semesters. It is designed for students to gain hands-on experience a resume builder and an opportunity to network. Students will develop a resume, cover letter and references prior to placement. Students will meet with the Internship Coordinator and an Assigned Internship Faculty Advisor from their program of study during the course of the semester to monitor the interns' progress. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral/poster presentation. Students currently employed in their program of study may be eligible to combine an internship with employment.

INFORMATION SYSTEMS TECHNOLOGY (IST)

IST 110 - IT PROBLEM SOLVING

3 CREDITS

This course is designed to present the fundamentals of problem solving by giving students a wide range of modern IT arena. It examines the importance of key issues such as security, privacy, and ethics. IT concepts to be introduced will include programming, databases, networking, research, web servers and how they work together in a modern system. Students work in groups to implement examples of these systems leaving the course with soft skills and an understanding of the components of modern systems and the scope of knowledge needed to become an IT professional.

Prerequisites: English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088) or Placement

IST 115 - PC CONFIGURATION & MANAGEMENT I

3 CREDITS

This course is an introduction to the techniques essential to supporting PCs in widely diverse environments. It focuses on the information needed to install, configure, upgrade, diagnose, maintain, and troubleshoot the hardware components of a microcomputer (PC) quickly and effectively. Topics include how computers work, how software and hardware work together, the system board, understanding and managing memory, floppy drives, introduction to hard drives, hard drive installation and support, troubleshooting fundamentals, supporting Input/Output devices, multimedia technology, and networking fundamentals.

IST 116 - PC CONFIGURATION & MANAGEMENT II

3 CREDITS

This course is a continuation of PC Configuration & Management I. Hardware related topics include electricity and power supplies, managing physical and virtual memory, and techniques for customizing a PC. Software related topics include configuring and troubleshooting the Windows operating systems, purchasing a PC or building your own, communicating over phone lines, networking fundamentals and the Internet, printers and Notebook computers, viruses, disaster recovery and maintenance plan, the professional PC Technician. Students learn methods and techniques used by professional PC technicians to diagnose and repair systems.

IST 120 - MICROCOMPUTER APPLICATIONS

3 CREDITS

In this course, students will learn the most important topics of Microsoft Office. Topic includes overview of computer concepts, introduction to Windows, Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft PowerPoint. You will learn how to use Object Linking and Embedding (OLE) to create integrated Office documents. Courseware used is approved for the Microsoft Office User Specialist (MOUS) program. The course offers extensive hands-on components in the use of state-of-the-art technology.

Prerequisites: English Composition I (ENG 101) Eligible

IST 121 - ADVANCED MICROCOMPUTER APPLICATIONS

3 CREDITS

This course covers advanced microcomputer applications including Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, and integration of the applications. Topics include form letters, merging, desktop publishing, financial functions, amortization schedules, macros, VBA, data tables, creating and querying a worksheet database, templates, creating customized reports and forms in Access, Switchboard Manager, embedded visuals, and importing clips into PowerPoint.

Prerequisites: Microcomputer Applications (IST 120); English Composition I (ENG 101)

IST 130 - LINUX OPERATING SYSTEMS

3 CREDITS

This course is designed to introduce students to Linux and UNIX. Students will install, setup, and operate standard tools and learn how they operate together. The course addresses management

of the Linux file system and utilities; file editing; file permissions; pipes, redirection, and filters; text handling utilities; mail facility; BASH shell, variables, and basic scripts; process management; and shell programming basics. Students will be exposed to Linux/Unix principles through hands-on lab assignments utilizing a Linux server. By course end students will have installed a fully functional Internet server while understanding its structure. Security issues of operating systems will be covered in the course.

Prerequisites: English Composition I (ENG 101) Eligible; Introductory Algebra (MAT 088); IT Problem Solving (IST 110)

IST 140 - INTRODUCTION TO NETWORKING

3 CREDITS

The goal of this course is to provide an introduction to networking technology. This course covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. It also discusses in-depth the most significant aspects of networking, such as the TCP/IP protocol suite. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional's standpoint, making it a practical preparation for the real world.

Prerequisites: English Composition I (ENG 101); IT Problem Solving (IST 110) or Permission of Instructor

IST 141 - WIRELESS NETWORKING

3 CREDITS

This course introduces students to Wireless Networks, which will comprise of Wireless Personal Area Network (WPAN), Wireless Local Area Network (WLAN), and Wireless Wide Area Network (WWAN). The course contents include physical layer standards, medium access control, building and securing WLAN. Topic discussions will be on Wide Area Networks, including cellular networks involving cellular data networks, and Implementation of Wireless Access Protocols to WAP enabled devices. Also, there will a brief introduction to Wireless Internet. Theory classes will be supplemented with labs to enhance practical knowledge in integrating, testing, commissioning, network management of wireless networks.

Prerequisites: IT Problem Solving (IST 110); English Composition I (ENG 101)

IST 145 - VISUAL BASIC

3 CREDITS

This course is designed to give the student knowledge of the features of the Visual BASIC programming language. Students will learn about Visual BASIC environment, error trapping, debugging and distributing applications, multiple document interface applications, building applications with graphics and drag and drop functionality, database applications, design of user-friendly screens compatible with a Windows environment, creating your own objects, and programming using OLE (Object Linking and Embedding).

Prerequisites: IT Problem Solving (IST 110) or Concurrent; English Composition I (ENG 101) Eligible

IST 150 - WEB DESIGN FLUENCY

3 CREDITS

This course is designed to give students an in-depth understanding of how web sites and servers are created and how they work. Students will use an integrated development environment (IDE) to design, create and administer an extensive dynamic web applications project.

Prerequisites: English Composition I (ENG 101) Eligible; IT Problem Solving (IST 110) or Concurrent

IST 151 - WEB DEVELOPMENT & DESIGN II

3 CREDITS

Students will work closely with production level design and implementation of web sites. Web site design and the development process will be emphasized. Advanced tools in design, graphic layout

and user interaction will be used. Electronic data interchange; web databases and user interactivity will be introduced. Web design tools such as Dreamweaver and CSS and advanced applications of HTML will be utilized. Introduction to Script programming will be included too. Students will produce a digital portfolio of advanced Web design elements and concepts. This is a required course for the Web Technologies degree.

Prerequisites: Web Design Fluency (IST 150)

IST 160 - INTRODUCTION TO GAME DESIGN

3 CREDITS

This course provides an introduction to the electronic game industry; in addition, each student will develop a video game during the course using a development program provided in the classroom. It has three main objectives: (1) to survey the organization and procedures of professional development in games and interactive software; (2) to develop critical skills for observing and understanding game design through reflective play; and (3) to introduce a first game development tool, object-oriented game design platform. This course is a lot of fun and gives a great introduction to the game development. Demonstrating the game to classmates and the instructor will be the final exam.

Prerequisites: English Composition I (ENG 101) Eligible, MAT 099

IST 170 - JAVA I

3 CREDITS

This course covers the elements of object-oriented programming and the Java Programming Language. Topics covered include object-oriented programming constructs, such as primitive data types, input/output, control structures, methods, classes, and arrays. Students will gain programming skills by writing short programs in order to demonstrate an understanding of the course.

Prerequisites: English Composition I (ENG 101); College-Level Math; Microcomputer Applications (IST 120)

IST 180 - COMPUTER SCIENCE I

4 CREDITS

This is the first programming course in the Computer Science degree program. The course will be taught using JAVA programming language to introduce concepts involved in using object oriented approach with a high level language in the program development process. The course will be very demanding and will focus in the design and implementation of large complex programs.

IST 210 - SOCIAL ISSUES & ETHICS IN COMPUTING

3 CREDITS

This course examines the ethical issues arising from advances in computer technology and the responsibility that computer professionals and users have in regards to computer use by focusing on the intrinsic link between ethics and the law. Both ethics and the law try to define the validity of human actions, and on the moral and ethical dilemmas created by computer technology that challenge the traditional ethical and moral concepts. Topics include issues of professional ethics, computer crime, privacy, freedom of expression, software development, intellectual property, and the balance between scientific advances and the acceptability of risk. Students will write an analytical paper on an appropriate topic and present their findings to the class.

Prerequisites: English Composition I (ENG 101); The College Experience (ACS 102) or Permission of Instructor

IST 220 - SYSTEMS ANALYSIS & DESIGN

3 CREDITS

The purpose of this course is to develop an understanding of the planning, analysis and design processes involved in information system development life cycle (SDLC). Students will learn to critically analyze information behavior and requirements in context, to identify and articulate the

information processing issues at hand, and to develop a high level design for an information system that successfully responds to those issues and use object-oriented methods to document, analyze, and model the information system. The course will cover general systems theory with emphasis on the methodologies and procedures used in organizational problem solving and systems development. Topics include methods for data collection; cost-benefit analysis; feasibility analysis, logical design leading to functional specifications; rapid prototyping and CASE tools.

Prerequisites: English Composition I (ENG 101), College Mathematics (MAT 101), Visual Basic (IST 145) **Formerly CIS 221**

IST 230 - RELATIONAL DATABASES

3 CREDITS

This course is designed to introduce students to relational databases from concept to design and how to apply these concepts to different scenarios. Students will demonstrate their understanding by utilizing the SQL programming language to access relational databases. Among the topics covered will be data modeling, data definition and manipulation capabilities and DBMS architecture levels.

Prerequisites: IT Problem Solving (IST 110) or Permission of Instructor

IST 240 - NETWORK SECURITY

3 CREDITS

This course is designed to give students a fundamental understanding of computers and network security. Students will be introduced students to a wide variety of concepts related to computer security and will provide in depth instruction in the basics of network protections. Course content includes security objectives, security architecture, security models and security layers, risk management, network security policy and security training. This material will help protect the confidentiality, integrity, availability, accountability and audit ability needed in securing the networks. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics will also be introduced.

Prerequisites: Introduction to Networking (IST 140) or Wireless Networking (IST 141)

IST 241 - NETWORK DESIGN

3 CREDITS

This course covers the principles of the design of LANs and WANs. Topics include network architecture, transmission systems, traffic management, bandwidth requirements, Internetworking devices, redundancy, and broad-band versus based-band systems. Upon completion, students should be able to design a network to meet specified business and technical requirements.

Prerequisites: Introduction to Networking (IST 140) or Wireless Networking (IST 141)

IST 251 - INTERNET PROGRAMMING

3 CREDITS

This course focuses on advancing student in the tools and techniques used to create dynamic web applications within the client and server sided scripting environment. Scripting language such as VBScript, JavaScript and Active Server Pages will be utilized to build interactive web pages. Some of the topics covered will include conversion of databases to SQL Server, shopping carts, dynamic table of contents, arrays, collections, control structures, cookies, ADO, ODBC, and OLE DB. Extensive hands-on projects revolving around actual business scenarios will created.

Prerequisites: Web Development & Design (IST 151)

IST 270 - JAVA II

3 CREDITS

This course will be presented using Java language. There will be emphasis on using object-oriented design and programming concepts. Topics such as: object, type, class, function overloading, implementation hiding, inheritance, parametric typing, polymorphism, source code reusability, object

code reusability will be introduced. This course is quite demanding because of the length of the programming exercises assigned.

Prerequisites: Java I (IST 170)

IST 280 - COMPUTER SCIENCE II

3 CREDITS

This is the second programming course in the Computer Science degree program. The course will be a continuation of CIS 20-210 taught using JAVA programming language in the design and implementation of computer programs in a high-level language, with emphasis on proper design principles and advanced programming concepts, including dynamic data structures and recursion. Efficient design, implementation and debugging techniques are stressed. The assignments are designed to introduce the student to a variety of topics in computing: data structures and ADTs, Lists, Stacks, Queues, Ordered Lists, Binary Trees, and searching and sorting techniques. The course will be very demanding and will focus in the design and implementation of large complex programs.

Prerequisites: Computer Science I (IST 180); Calculus I (W/Applic) (MAT 201)

IST 281 - DATA STRUCTURES & ALGORITHMS

3 CREDITS

This course builds on the foundation provided by the Computer Science I (IST180) and Computer Science II (IST 280) courses which introduce the fundamental concepts of data structures and the algorithms that proceed from them. Topics will include data abstraction, encapsulation, information hiding, and the use of recursion, creation and manipulation of various data structures: lists, queues, tables, trees, heaps, and graphs, and searching and sorting algorithms.

Prerequisites: Computer Science II (IST 280)

IST 298 - IST INTERNSHIP

3 CREDITS

This three-credit course is offered during the fall and spring semesters. It is designed for students to gain hands-on experience a resume builder and an opportunity to network. Students will develop a resume, cover letter and references prior to placement. Students will meet with the Internship Coordinator and an Assigned Internship Faculty Advisor from their program of study during the course of the semester to monitor the interns' progress. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral/poster presentation. Students currently employed in their program of study may be eligible to combine an internship with employment

Prerequisites: 18 Credits in IST Core

LANGUAGES (LAN)

LAN 101 - APPLIED GRAMMAR I (LEV-C)

3 CREDITS

This is an advanced English language course for non-native speaking students who have a strong foundation in spoken English. Students will participate in speaking activities which will enable them to practice using advanced grammatical structures and functions and apply them in a variety of contextual situations. Students will also work with a variety of listening materials in order to improve their listening comprehension.

Prerequisites: ESL Grammar B (ESL 025); Acad. Note-Taking & Pre. B (ESL 026) or Placement

LAN 102 - APPLIED GRAMMAR II (LEV-D)

3 CREDITS

This is an advanced English language course for non-native speaking students who have a strong foundation in spoken English. Emphasis will be on academic use of grammatical structures which

will be practiced in contextual conversation activities. Students will be exposed to lectures where they have to take notes for class discussion.

Prerequisites: ESL Writing Level C (ESL 030) or Concurrent; Applied Grammar I (LAN 101) or Placement

LAN 111 - SPANISH I

3 CREDITS

In this introductory Spanish language course for non-Spanish speakers, students will focus on developing basic vocabulary, grammar, and pronunciation skills through reading, listening, and speaking exercises. Students will also be introduced to the cultures of Spanish-countries.

Prerequisite: Placement

LAN 112 - SPANISH II

3 CREDITS

Students enrolled in this course for non-Spanish speakers will focus on developing aural and oral communication skills through guided conversation and through classroom reading and writing assignments. Emphasis will be placed on contemporary issues in Spanish-speaking countries.

Prerequisites: Spanish I (LAN 111) or Placement

LAN 141 - FRENCH I

3 CREDITS

Students enrolled in this beginning course in French language for non-French speakers will focus on developing basic vocabulary, grammar, pronunciation, and syntax skills. They will also be introduced to the cultures of French-speaking countries. Programmed audiotapes are available for student use.

Prerequisite: Placement

LAN 142 - FRENCH II

3 CREDITS

Students enrolled in this course will further develop their listening comprehension and their reading and writing skills in the French language. Through the use of audiotapes, videotapes, and classroom discussion, students will explore contemporary issues in French-speaking countries. Students will use the Language Learning Laboratory to complete classroom exercises and record their progress in vocabulary and grammar development.

Prerequisites: French I (LAN 141) or Placement

LAN 161 - ARABIC I

3 CREDITS

This course is designed for students with no previous knowledge, or very limited knowledge of the Arabic language. Arabic I will be divided in two sections. The first section focuses on learning the script, sound and writing systems in Arabic based on the Alif Baa book. Building upon the skills gained in the first part of the course, we will focus on the four communication skills (listening, speaking, reading and writing) of the Modern Standard Arabic (MSA). We will also immerse ourselves in Arabic language and culture through various activities.

LAN 162 - ARABIC II

3 CREDITS

Arabic II picks up where Arabic I left off. Our central tasks will be building vocabularies and mastering basic grammatical structures. We'll also stress training in reading and writing Arabic sentences and in enhancing spoken skills necessary for a variety of daily activities. As the course progresses, more emphasis will fall on assimilating the language for more complex communicative purposes related to describing self, family members, career plans, and abstract matters like personal feelings and decisions.

Prerequisites: Arabic I (LAN 161)

LAN 211 - SPANISH III**3 CREDITS**

This course emphasizes active review of skill development in Spanish grammatical structure through speaking, understanding, writing, and reading short stories and literary excerpts in Spanish.

Prerequisites: Spanish II (LAN 112) or Placement

MATHEMATICS (MAT)**MAT 087 - BASIC MATH WITH MYMATHLAB****4 CREDITS**

Basic Mathematics with Lab: topics include arithmetic operations with whole numbers, decimals and fractions; ratios and proportions; rates; percentage notation and applications of percentages in sales tax, interest, commissions, and discounts; determining numerical averages and medians; exponents and square roots; measures, including the metric and decimal systems; and geometry. Students may complete this course during the first three weeks of the semester by passing the MyMathLab modules. Students may then transfer to a MAT 088-Intro Algebra with Lab course in the same time slot. This course does not satisfy degree requirements.

MAT 088 - INTRODUCTION TO ALGEBRA WITH MYMATHLAB**4 CREDITS**

This course is a continuation of MAT087, Basic Mathematics. Topics include signed numbers, decimal numbers, exponential notation, scientific notation, solving and graphing linear equations, an introduction to polynomials, and systems of linear equations and their graphs. Geometrical topics include lines and angles, closed curves and convex polygons, triangles and similarities, and symmetry and proportion in nature and art. Students may complete this course during the first three weeks of the semester by passing the MyMathLab modules. Students will then be eligible to take either MAT 099 Intermediate Algebra, MAT 114-Quantitative Reasoning or MAT 120-Intro to Statistics the following semester. This course does not satisfy degree requirements.

Prerequisites: Basic Math (MAT 087), Placement or Completion of the Mymathlab Modules for Basic Math (MAT 087) by the end of the third week of the semester.

MAT 099 - INTERMEDIATE ALGEBRA WITH MYMATHLAB**3 CREDITS**

This course is designed for students who want to continue the study of algebra. Topics in this course include polynomial arithmetic, factoring, roots and radicals, quadratic equations and the quadratic formula, and solving word problems. Students may complete this course during the first three weeks of the semester by passing the MyMathLab modules. Students will then be eligible to take any college-level Math course the following semester, including MAT 103-Pre-Calculus. This course does not satisfy degree requirements.

Prerequisites: Introductory Algebra (MAT 088); Placement

MAT 103 - PRE-CALCULUS**4 CREDITS**

Pre-Calculus is a preparatory course for calculus. It builds upon intermediate level of algebra and makes intensive use of technology to conceptualize functions and methods of function manipulation with emphasis on quantitative change. Topics include a library of functions (linear, quadratic, exponential, logarithmic, polynomial, rational and trigonometric), transformations, compositions, inverses and combinations of functions and solving triangles. This course requires use of technology that is equal or better than TI83 graphing calculator.

Prerequisites: Intermediate Algebra (MAT 099); Placement

MAT 111 - MATHEMATICS FOR TECHNOLOGY**3 CREDITS**

This is a college-level course in the mathematics needed in the modern laboratory. Topics include scientific notation and logarithms, ratios and proportions, density and unit conversions, dilution and concentration, linear and exponential graphs, data analysis and experimental design. This course may or may not transfer to another institution of higher learning depending upon that institution's requirements.

Prerequisites: Biomanufacturing (SCI 206) Concurrent

MAT 114 - QUANTITATIVE REASONING**3 CREDITS**

This course covers the basic algebra and technological tools used in the social, physical and life sciences to analyze quantitative information. The emphasis is on real world, open-ended problems that involve reading, writing, calculating, synthesizing and clearly reporting results. Topics include descriptive statistics, linear models and exponential models. Technology used in the course includes computers (Excel spreadsheets, Internet) and graphing calculators.

Prerequisites: Introductory Algebra (MAT 088) or Placement

MAT 120 - INTRODUCTION TO STATISTICS**3 CREDITS**

PREREQUISITE: MAT088 or Placement Introductory Statistics is a non-calculus-based, descriptive statistics course with applications. Topics include methods of collecting, organizing, and interpreting data; measures of central tendency, position, and variability for grouped and ungrouped data; frequency distributions and their graphical representations; introduction to probability theory, standard normal distribution, and areas under the curve.

Prerequisites: Introductory Algebra (MAT 088); Placement

MAT 201 - CALCULUS I (W/APPLC)**4 CREDITS**

This course provides an introduction to the concepts of limits, definition of the, differentiation of algebraic functions, rules of differentiation, implicit differentiation, applications of derivative to physics and economics, Newton's method of solving equations, and the derivatives of transcendental functions. Graphing calculators will be used as an aid to understanding graphs.

Prerequisites: Pre-Calculus (MAT 103) or Placement

MAT 203 - CALCULUS II (W/APPL)**4 CREDITS**

A continuation of MAT201. Topics include the definition of the integral as a Riemann sum, the Fundamental Theorem of Calculus, area of a region between two curves, volumes of revolution by disk and shell methods, other applications of integration, Simpson's and Trapezoidal Rules for areas, integration by parts, integration by tables, and improper integrals.

Prerequisites: Calculus I (W/Appcl) (MAT 201)

MAT 204 - CALCULUS SEQUENCES & SERIES**1 CREDITS**

This course is a brief introduction to sequences and infinite series. We begin with a discussion of power series and develop tests for convergence and non-convergence. Taylor series are introduced and lead to an analysis of power series in general. This is a 1-credit course that can be taken anytime after the student has completed Calculus I.

MAT 205 - CALCULUS III (W/APPL)**4 CREDITS**

A continuation of MAT203. Course topics include solid analytic geometry, partial differentiation, implicit function theory, polar coordinates, multiple integrals, and convergence of infinite series.

Prerequisites: Calculus II (W/Appcl) (MAT 203)

MAT 225 - LINEAR ALGEBRA**4 CREDITS**

This course studies the duality between the world of matrices used to solve linear equations and linear mappings of vector spaces. Topics include matrix algebra, Gaussian elimination, and determinants. Finite dimension vector spaces will be introduced and bases and linear transformations will be explored. The dot product in N-dimensional space will lead to a discussion of orthogonality and eigenvalues.

OFFICE TECHNOLOGY (OFT)**OFT 101 - KEYBOARDING I****3 CREDITS**

Designed for students with little or no previous typewriting experience, this course focuses on developing correct typewriting techniques, accuracy, and speed. Emphasis will be given to developing proficiency in centering, setting tabulations, and typing a variety of materials, including memoranda and business letters.

OFT 102 - KEYBOARDING II**3 CREDITS**

This course is a continuation of Keyboarding I. Students will focus on production typing of letters, memos, reports, memoranda, forms, etc. Through drill and practice, students will perfect their stroking techniques with improved speed and accuracy. Emphasis is given to correct preparation and production of materials typically found in an office environment

Prerequisites: Keyboarding I (OFT 101)

OFT 152 - WORD PROCESSING WITH MICROSOFT WORD**3 CREDITS**

Word processing with Microsoft Word is a hands-on course in which students will complete basic and advanced word processing tasks using Microsoft Word software. The course begins with easy word processing functions and proceeds to the more advanced functions step-by-step. This course will help the students take advantage of MS Word's time-saving formatting functions, as well as give the student a solid introduction to desktop publishing. Students will learn to use MS Word's glossary and style sheets.

OFT 201 - KEYBOARDING III**3 CREDITS**

This is an advanced course designed to develop production skills through job simulations, and to improve speed and accuracy through speed-building exercises. Emphasis will be placed on the mastery of keyboard-activated equipment.

OFT 202 - MACHINE TRANSCRIPT**3 CREDITS**

This course acquaints students with the operation and use of the Dictaphone for general secretarial applications. Students are expected to learn transcription skills and the technical vocabulary of their career specialization utilizing the Dictaphone machine.

OFT 203 - KEYBOARDING IV**3 CREDITS**

This is an advanced course designed to develop production skills through job simulations and to improve speed and accuracy through speed-building exercises. Emphasis will be placed on meeting speed requirements of 60 words.

OFT 240 - MEDICAL RECORDS MANAGEMENT**3 CREDITS**

This course is designed to provide Medical Office Administrative Assistant students with the knowledge and skills required to perform effectively the duties and responsibilities maintaining accurate medical records. Students will learn to input patient information, schedule appointments, and handle billing. In addition, they will produce various lists and reports and learn to handle insurance claims both on paper forms and electronically.

OFT 241 - OFFICE PROCEDURES**3 CREDITS**

This course is a study of business and office procedures, careers, practices, and responsibilities. Students will develop and refine office skills by working independently on job simulations and other related assignments that will reinforce their typing, word processing, proofreading, business communications, and filing skills.

Prerequisites: English Composition I (ENG 101); Keyboarding II (OFT 102)

OFT 242 - MEDICAL CODING**3 CREDITS**

This course is a study of medical office procedures and responsibilities. Students will develop and refine medical office skills by working independently on job simulations and other related assignments. Emphasis will be placed on the ability to cope with a variety of realistic problems and pressures.

Prerequisites: Keyboarding III (OFT 201)

OFT 252 - DESKTOP PUBLISHING**3 CREDITS**

Students will learn the basics of desktop publishing by completing assignments with an instructor's help. Projects will include newsletters, legal and medical documents, scientific and mathematical formulas and equations. Business applications will include accounting, marketing, and managerial statements. Font selection, size, and layout will be emphasized to help students produce more readable documents.

OFT 260 - PATIENT FINANCIAL COUNSELING**3 CREDITS**

Course This course is designed to focus on issues that influence patient payment in the medical office. The topics covered will include personal and billing information acquisition and input using industry-standard software and HIPAA Guidelines. Special emphasis will be given to understanding the various types of health insurance, information requirements, billing requirements and benefits of each.

Prerequisites: English Composition I (ENG 101), Human Biology and Medical Terminology (SCI 109), Medical Office Administration (OFT 240), Co-requisites: Wireless Networking (IST 141)

*Formerly (CIS 141) *

OFT 298 - OFFICE TECHNOLOGY INTERNSHIP**3 CREDITS**

This three-credit course is offered during the fall and spring semesters. It is designed for students to gain hands-on experience a resume builder and an opportunity to network. Students will develop a resume, cover letter and references prior to placement. Students will meet with the Internship Coordinator and an Assigned Internship Faculty Advisor from their program of study during the course of the semester to monitor the interns' progress. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral/poster presentation. Students currently employed in their program of study may be eligible to combine an internship with employment.

PARALEGAL STUDIES (PLS)

PLS 100 - INTRODUCTION TO THE LAW**3 CREDITS**

This course is designed as an introduction to the American legal system for paralegal students. It provides the foundation for additional study in the law through the introduction to criminal law and such areas of civil law as contracts, torts, administrative law, equity, and remedies, including money damages. Other topics covered are: how both the federal and the state legal systems work, due

process, the difference between civil and criminal law, limitations on judicial relief, administrative law, and alternative dispute resolution. Basic skills for paralegal students, such as how to read the law with understanding and how to prepare case briefs, will also be covered in this course.

Prerequisite: English Composition I (ENG 101) or Concurrent

PLS 227 - LAW OF REAL PROPERTY

3 CREDITS

This course provides an analysis of real property law for paralegal students. The differences between real property, personal property, and fixtures will be discussed. The legal aspects of voluntary transfer of real property will be analyzed, including the essential documents: offer to purchase, purchase and sale agreement, mortgage and promissory notes, deeds. Appraisals, title examination practices, and forms of ownership will be examined. Students will also study involuntary transfer procedures such as foreclosures, adverse possession, and eminent domain. Finally, this course will examine the landlord-tenant relationship and fair housing laws.

Prerequisite: English Composition I (ENG 101)

PLS 231 - LEGAL RESEARCH & WRITING

3 CREDITS

In this course, students are trained to use a law library to solve basic problems in legal research. Materials such as cases, codes, and commentaries are used to develop effective legal research techniques. Students are expected to prepare cogent written summaries of their research finding in the form of case briefs, memoranda of law (both internal and external), and client opinion letters. Students will also learn the fundamental drafting techniques for instruments, pleadings, motions, and discovery documents.

Prerequisite: English Composition I (ENG 101)

PRACTICAL NURSE CERTIFICATE PROGRAM (PNC)

PLS 204 - FAMILY LAW

3 CREDITS

This course is intended to provide students with the skills and information necessary to review and analyze important issues in family law. Students will learn about paternity, divorce, child custody and support, alimony and adoption proceedings as well as domestic violence restraining orders and actions relating to pre and post nuptial agreements and separation orders.

Prerequisites: English Comp I (ENG 101) or Concurrent

PLS 220 - INTRODUCTION TO THE LAW

3 CREDITS

This course is designed as an introduction to the American legal system for paralegal students. It provides the foundation for additional study in the law through the introduction to criminal law and such areas of civil law as contracts, torts, administrative law, equity, and remedies, including money damages. Other topics covered are: how both the federal and the state legal systems work, due process, the difference between civil and criminal law, limitations on judicial relief, administrative law, and alternative dispute resolution. Basic skills for paralegal students, such as how to read the law with understanding and how to prepare case briefs, will also be covered in this course.

Prerequisites: English Comp I (ENG 101) or Concurrent

PLS 227 - LAW OF REAL PROPERTY

3 CREDITS

This course provides an analysis of real property law for paralegal students. The differences between real property, personal property, and fixtures will be discussed. The legal aspects of voluntary transfer of real property will be analyzed, including the essential documents: offer to purchase, purchase and sale agreement, mortgage and promissory notes, deeds. Appraisals, title

examination practices, and forms of ownership will be examined. Students will also study involuntary transfer procedures such as foreclosures, adverse possession, and eminent domain. Finally, this course will examine the landlord-tenant relationship and fair housing laws.

Prerequisites: English Composition I (ENG 101)

PLS 231 - LEGAL RESEARCH & WRITING

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In this course, students are trained to use a law library to solve basic problems in legal research. Materials such as cases, codes, and commentaries are used to develop effective legal research techniques. Students are expected to prepare cogent written summaries of their research finding in the form of case briefs, memoranda of law (both internal and external), and client opinion letters. Students will also learn the fundamental drafting techniques for instruments, pleadings, motions, and discovery documents.

Prerequisites: English Composition I (ENG 101)

PNC 101 - PRACTICAL NURSING I

12 CREDITS

Students are introduced to the role of the Practical Nurse in the health care setting. This course concentrates on the fundamental skills and principles necessary to provide basic nursing care. Students are introduced to the critical components of the nursing program: Emphasis is placed on developing assessment skills; recognizing own caring behaviors; individual cultural self-awareness; and to begin the process of developing critical thinking skills. Adult patients in a non-acute clinical setting and nursing skills lab complement the classroom teaching.

Prerequisites: General Psychology (SSI 122); Human Growth & Dev (SSI 209); Introduction to The Human Body (SCI 101) Concurrent or Anatomy and Physiology I (SCI 201) Concurrent; Intermediate Algebra (MAT 099) Eligible; Biology I (SCI 103) Eligible; English Composition I (ENG 101)

PNC 102 - PRACTICAL NURSING II

12 CREDITS

This course emphasizes the role of the Practical Nurse in the health care delivery system. Students care for adults with uncomplicated medical/surgical disorders. Emphasis is placed on the unique aspects of caring for the older adult. Drug and diet therapies are integrated. Stages of growth and development for the adult and older adult are explored. Basic mental health concepts are introduced. Students learn to distinguish caring behaviors among professionals, recognize culturally sensitive nursing care and use the nursing process to problem-solve. Adult and geriatric clients in acute and long-term clinical setting are utilized. Clinical and nursing skills lab components are designed to correlate with classroom instruction.

Prerequisites: Practical Nursing I (PNC 101); Introduction to The Human Body (SCI 101) or Anatomy and Physiology I (SCI 201); SCI 102 Human Body II (or Anatomy and Physiology II) Concurrent

PNC 103 - PRACTICAL NURSING III

9 CREDITS

Students prepare students for entry into health care delivery system. Emphasis is placed on developing initiative, skills and responsibilities needed for the practical nurse graduate. Students care for mentally stable adults with medical/surgical disorders. Drug and diet therapies are integrated. Basic concepts of maternity and pediatric nursing are introduced. Students practice caring behaviors, culturally sensitive nursing care and apply the nursing process to clinical situations. Clinical settings include an adult acute care sites and pediatric and maternity community health. The clinical component is designed to correlate with classroom instruction.

Prerequisites: Practical Nursing II (PNC 102)

SCIENCE (SCI)

SCI 099 - GENERAL SCIENCE

4 CREDITS

This course provides an overview of chemistry, biology, geology, meteorology, astronomy, and physics for students with no previous science background. The course is designed to generate appreciation of science through hands-on laboratory experiments, films, and lectures. Students completing this course should be prepared to handle upper-level science courses. A three-hour lab session is required each week. This course does not satisfy the lab science requirement for graduation.

Prerequisites: Dev Read & Write 2 (ENG 091) or concurrent; Intro Algebra (MAT 088) or concurrent

SCI 101 - INTRODUCTION TO HUMAN BODY I

3 CREDITS

This course is designed for Practical Nursing students. It includes a study of the structure and function of the human body. An overview of cell structure and function, human genetics, tissues, the integumentary, skeletal, muscular, and nervous system will be provided.

Prerequisites: Placement; General Science (SCI 099)

SCI 102 - INTRODUCTION TO HUMAN BODY II

3 CREDITS

This course is designed for Practical Nursing students and is a continuation of SCI-101. Topics include an overview of sensation and the endocrine, cardiovascular, lymphatics, respiratory, digestive, and reproductive system. Diseases that affect these organ systems and their importance in medicine are stressed.

Prerequisites: Intro to Human Body I (SCI 101)

SCI 103 - BIOLOGY I

4 CREDITS

This course provides an introduction to basic biological principles, cell structure and function, classical and molecular genetics, and the biology of selected viruses, bacteria, protists, fungi, and plants. Four hours of lecture and a two-hour lab session are required each week.

Prerequisites: General Science (SCI 099) or Placement

SCI 104 - BIOLOGY II

4 CREDITS

This course provides an introduction to the biology of animals, the tissues and organ systems of humans, the theory of evolution, and the types and classifications of animals. Four hours of lecture and a two-hour lab session are required each week. Prerequisites: Biology I (SCI 103)

SCI 106 - NUTRITION (W/LAB)

4 CREDITS

This is a basic course in the nutritional value of food and the relation of nutrition to health during the several stages of the growth process: pregnancy, infancy, early childhood, adolescence, adulthood, and old age. This course includes a comprehensive study of nutrients, government food programs and nutrition standards; surveys and interventions. Current nutrition research, popular nutritional concepts, and the importance of nutrition in preventive medicine are stressed. Four hours of lecture and a two-hour lab session are required each week.

Prerequisites: Placement; General Science (SCI 099)

SCI 109 - HUMAN BIOLOGY AND MEDICAL TERMINOLOGY

4 CREDITS

This course is designed for medical secretaries. It includes a study of the structure and function of the human body, with particular attention to medical terminology. Four hours of lecture and a two-hour lab are required each week. The course is offered as needed and is open only to sophomore-level students in the Office of Technology Program.

Prerequisites: Placement; General Science (SCI 099)

SCI 121 - GENERAL CHEMISTRY I**4 CREDITS**

This course provides an introduction to fundamental chemical concepts. Topics include scientific measurements, matter and energy, atomic structure, chemical bonding, the periodic table, stoichiometry, equations, solutions, acid base theory, kinetics, and radiation. A three-hour lab session is required each week.

Prerequisites: Placement; General Science (SCI 099)

SCI 122 - GENERAL CHEMISTRY II**4 CREDITS**

This course is designed primarily for students enrolled in Nursing and Allied Health programs, but is open to all students. An overview of organic chemistry and biochemistry is provided. A three-hour lab session is required each week.

Prerequisites: General Chem I (SCI 121)

SCI 123 - PRINCIPLES OF CHEMISTRY I**4 CREDITS**

Principles of Chemistry is a study of fundamental chemical concepts: scientific measurements, matter and energy, stoichiometry, atomic structure, the periodic table, chemical bonding, gases and liquids. The course is designed primarily for students with a concentration in Biological or Physical Sciences and for students interested in transfer to a four-year program in engineering. A three-hour lab session is required each week.

Prerequisites: English Composition I (ENG 101) Eligible; Pre-Calculus (MAT 103) Concurrent; General Science (SCI 099) or Placement

SCI 124 - PRINCIPLES OF CHEMISTRY II**4 CREDITS**

A continuation of SCI123, this course covers the periodic properties of the elements, covalent structures, equilibrium, dissociation, redox reactions, acids and bases, electrochemistry, thermodynamics, and an introduction to nuclear chemistry. A three-hour lab session is required each week.

Prerequisites: Princ of Chem I (SCI 123)

SCI 133 - ENVIRONMENTAL SCIENCE REGION\LAB**4 CREDITS**

This course attempts to provide an overview of environmental science, issues and opportunities in the environmental industry. Topics: ecological principles, sustainability, ecosystems, biodiversity, human population and its impact, pollution, and governmental regulations, environmental agencies, and community organizing, as solutions to environmental problems.

Prerequisites: English Composition I (ENG 101) Eligible; General Science (SCI 099) or Placement

SCI 141 - PHYSICS I**4 CREDITS**

This course introduces students to the basic principles of physics. Topics include the study of basic units, scientific notation, velocity, acceleration, projectiles, force, motion, collisions, vectors, curvilinear and rotational motion, statics and hydrostatics. A three-hour lab session is required each week.

Prerequisites: Placement; General Science (SCI 099)

SCI 142 - PHYSICS II**4 CREDITS**

As a continuation of SCI 141, this course is designed for students who intend to major in one of the sciences, or in computer technology. Topics include energy, electric forces and fields, electrical currents, magnetism, waves, optics, thermal properties of matter, and thermodynamics. A three-hour lab session is required each week.

Prerequisites: Physics I (SCI 141)

SCI 143 - PRINCIPLES OF PHYSICS I**4 CREDITS**

Principles of Physics is a rigorous physics course with a laboratory session, designed primarily for students who wish to transfer to a four-year engineering program. Topics include mechanics and energy, rotation, and periodic motion. Much emphasis is placed on problem-solving, and competence in mathematics through algebra and trigonometry is expected. A three-hour lab session is required each week.

Prerequisites: Calculus I (W/Appc) (MAT 201) Concurrent

SCI 144 - PRINCIPLES OF PHYSICS II**4 CREDITS**

This course is a continuation of SCI143. Topics include work and energy, thermodynamics, mechanical waves, and sound. Much emphasis is placed on problem solving. Competence in mathematics, including algebra, trigonometry, and differential calculus, is expected. A three-hour lab session is required each week.

Prerequisites: Principles of Physics I (SCI 143)

SCI 151 - INTEGRATED SCIENCE: ENERGY**4 CREDITS**

This course is designed for non-science majors seeking to increase their knowledge of basic scientific principles. Three major areas of science (physics, chemistry, and biology) will be explored using one unifying theme: Energy. Four hours of lecture and two hours of lab are required each week. This course will satisfy graduation requirements as a science elective course.

Prerequisites: General Science (SCI 099) or Placement; Introductory Algebra (MAT 088) completed or placement into college level math; English Composition I (ENG 101) eligible

SCI 201 - ANATOMY & PHYSIOLOGY I**4 CREDITS**

This course is designed to provide students with a basic understanding of the structure, function, and disorders of the human body. Topics include an overview of the integumentary, skeletal, muscular, and nervous systems, as well as discussion of tissues and special senses. A three-hour lab session is required each week.

Prerequisites: Biology II (SCI 104)

SCI 202 - ANATOMY & PHYSIOLOGY II**4 CREDITS**

This course is a continuation of SCI201. Topics include body fluids, electrolytes, and the cardiovascular, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive systems. A three-hour lab session is required each week.

Prerequisites: Anat & Phys I (SCI 201)

SCI 204 - MICROBIOLOGY**4 CREDITS**

This course explores the history, scope, classification, growth, identification, genetics, and metabolism of microorganisms. Host-parasite interactions, immunology, and some bacterial, viral, fungal, and parasitic diseases are discussed. A three-hour lab session is required each week.

Prerequisites: Biology II (SCI 104)

SCI 206 - BIOMANUFACTURING I**4 CREDITS**

This course provides an introduction to biomanufacturing principles and laboratory techniques. Topics include preparation of buffers and media, use of basic laboratory equipment, bacterial, yeast and mammalian cell culture, transfection, cell preservation, equipment maintenance, and good manufacturing practices and regulatory issues. Two hours of lecture and six hours of laboratory are required each week.

Prerequisites: Biology II (SCI 104); Principles Of Chemistry I (SCI 123); English Composition I

(ENG 101); Microbiology (SCI 204) Concurrent; Mathematics for Technology (MAT 111) Concurrent

SCI 207 - BIOMANUFACTURING II

4 CREDITS

This course is a continuation of the introduction to biomanufacturing principles and laboratory techniques presented in SCI 206. Protein purification via various methods, including low and medium pressure and high performance liquid chromatography (HPLC), gel filtration, ion exchange, reverse phase and liquid chromatography, will be presented. Determination of purity and activity will also be analyzed. Two hours of lecture and six hours of laboratory are required each week.

Prerequisites: Introduction to Biomanufacturing I (SCI 206); Mathematics for Technology (MAT 111); Microbiology (SCI 204)

SCI 208 - TECHNIQUES IN MOLECULAR BIOLOGY

4 CREDITS

Students will work on a semester-long cloning project that will introduce them to the basics in DNA manipulation, including isolation, purification, quantification, amplification (PCR), sequencing and analysis. Introduction to Internet-based systems of DNA analysis will be included. Two hours of lecture and six hours of laboratory are required each week.

Prerequisites: Introduction to Biomanufacturing I (SCI 206); Mathematics for Technology (MAT 111); Microbiology (SCI 204)

SCI 281 - RESEARCH SCIENCE I

4 CREDITS

This course is designed to provide science majors with individualized laboratory experience in a research facility under the supervision of an appropriate researcher. Practical work experience appropriate to laboratory techniques and skills in research will be stressed. Students must devote at least 12 hours per week to laboratory work. A minimum of 4 hours of lab work per day is required. Limited enrollment.

Prerequisites: Instructor's Permission Required

SCI 298 - INTERNSHIP IN BIOTECHNOLOGY

3 CREDITS

This three-credit course is offered during the fall and spring semesters. It is designed for students to gain hands-on experience a resume builder and an opportunity to network. Students will develop a resume, cover letter and references prior to placement. Students will meet with the Internship Coordinator and an Assigned Internship Faculty Advisor from their program of study during the course of the semester to monitor the interns' progress. Students are required to complete 150 hours (minimum of 10 hours per week), assigned readings, a mid-term project and a final project that will include an oral/poster presentation. Students currently employed in their program of study may be eligible to combine an internship with employment.

Prerequisites: Introduction to Biomanufacturing I (SCI 206); Mathematics for Technology (MAT 111); Microbiology (SCI 204)

SOCIAL SCIENCE (SSI)

SSI 101 - WORLD HISTORY I

3 CREDITS

This survey course begins with the origins of humanity in Africa and ends with the year 1500, as seen from the perspective of non-Western traditions. Several "cradles of civilization" in Africa, Asia, the Americas, and Europe are compared. Students will examine various aspects of the struggle of nations and classes, including those of the Egyptians, Babylonians, Chinese, Indians, Greeks, Romans, Aztecs, Incas, and Moslems.

Prerequisites: English Composition I (ENG 101) or Concurrent

SSI 102 - WORLD HISTORY II**3 CREDITS**

In this course, students will examine questions raised by the development and underdevelopment of several different types of socioeconomic systems, including early communes, slave societies, feudal societies, and capitalist societies. The course will emphasize relationships between Europe, Africa, the Americas, and Asia, with a focus on how the economic interests of the developed Western industrial nations and European capitalism have influenced world events.

Prerequisites: English Composition I (ENG 101) or Concurrent

SSI 103 - U.S. HISTORY I**3 CREDITS**

History I addresses U.S. History from the time of the European invasion to the U.S. Civil War. The course examines problems and interrelationships of African slaves, European invaders and immigrants, and native American inhabitants.

Prerequisites: ENG101 or concurrent

SSI 111 - BLACK STUDIES I**3 CREDITS**

This course examines both the immense diversity and the common origins of African descendants in South, North, and Central America and the Caribbean. Emphasis will be placed on recounting American history (North, Central, and South) and conceptualizing the essential features of the American hemisphere in order to establish the intellectual and academic environment within which students can learn their own history.

Prerequisites: Dev Read & Write 2 (ENG 091); Placement

SSI 113 - CARIBBEAN HISTORY**3 CREDITS**

This course provides an introduction to the political, economic, and sociological history of the Caribbean region from prehistoric times to present. Topics discussed in depth include revolutionary and urban guerrilla movements, the forces of neocolonialism and racism, and the American role as an agent of economic disintegration in the Caribbean.

Prerequisites: English Composition I (ENG 101) or Concurrent

SSI 118 - PRINCIPLES OF POLITICAL SCIENCE**3 CREDITS**

This course surveys the theory and practice of politics and its organizational structure in society. Topics include the nature of political power and influence; the role of ideology; constitutions and other law as the basis for legitimate political authority; legislative, judicial, and executive functions of government; foreign policies and international politics; political parties and other interest groups; elections and other forms of political participation.

SSI 119 - INTRO/US GOV'T & POLITICS**3 CREDITS**

This course examines the interaction of the United States government, businesses, and other interest groups that shape the American political system. Discussion will focus on three major questions: who governs the United States, how is it governed, and what are the possibilities for change? A traditional approach to understanding United States government will be augmented by the pluralist view and radical critique.

Prerequisites: English Composition I (ENG 101) or Concurrent

SSI 120 - STATE & LOCAL POLITICS**4 CREDITS**

This course examines issues of group conflict, community leadership, influence, and decision making at the state and local levels of the United States government. Boston politics will be used as a case study. Students enrolled in this course are required to participate in an internship field experience (at least 4 hours per week) with city or state government officials.

SSI 122 - GENERAL PSYCHOLOGY**3 CREDITS**

In this course students will be introduced to major and selected minor schools of psychology. Topics include the history of psychology, learning, motivation, emotion, perception, and personality development.

Prerequisites: English Composition I (ENG 101) or Concurrent

SSI 123 - INTRODUCTION TO SOCIOLOGY**3 CREDITS**

This course introduces students to the basic theories, concepts, and research methods of society and social systems. Topics include culture, socialization, social stratification, urbanization, modernization, and social change.

Prerequisites: English Composition I (ENG 101)

SSI 178 - MODERN AFRICAN HISTORY**3 CREDITS**

This course focuses on the historical and social conditions that gave rise to African underdevelopment. Issues addressed include economic imperialism and colonialism in Africa and the extent to which these forces influenced the course of African underdevelopment.

SSI 202 - ABNORMAL PSYCHOLOGY**3 CREDITS**

Abnormal Psychology is a study of a wide range of psychological disorders. Topics include significant research and theories relating to psychological disorders, with an emphasis on the development of symptoms and on a variety of psychotherapeutic treatment modalities.

Prerequisites: English Composition I (ENG 101) and General Psychology (SSI 122)

SSI 208 - INTRODUCTION TO SOCIAL SCIENCE RESEARCH**3 CREDITS**

This course introduces the basic techniques and skills of the social sciences through an interdisciplinary, topical approach. Skills practiced include case study and qualitative and quantitative research. Topics include ethnography, statistics, construction and interpretation of questionnaires, interviewing, social observation, historical cause and effect, social analysis, formulating social science hypotheses, identifying variables, conducting controlled experiments, and interpreting experimental findings.

SSI 209 - HUMAN GROWTH AND DEVELOPMENT**3 CREDITS**

Life span development is the term used to describe the biological, cognitive, social, and psychological changes that take place as humans grow from the prenatal stage through birth, infancy, childhood, adolescence, and adulthood and move toward death. Students enrolled in this course will explore both the historical views and contemporary approaches to life span development as they trace human growth from a single-celled organism to the complex interaction of elements that shape adult behavior.

Prerequisites: English Composition I (ENG 101)

SSI 221 - ECONOMICS I (MICRO)**3 CREDITS**

This course introduces students to micro-economic theory, with an emphasis on the U.S. economic system. Topics include a comparison of the neoclassical theories of marginal utility and marginal productivity with the Marxist theories of labor value and surplus value. Students will examine the growth of monopolies and government response to monopolies, the distribution of wealth and income, poverty, and the economic origins and implications of racism. (Fulfills Social Science requirement.)

Prerequisites: English Composition I (ENG 101)

SSI 222 - ECONOMICS II (MACRO)**3 CREDITS**

This course introduces students to macro-economic theory, with an emphasis on the concepts of unemployment, inflation, and growth in capitalist and non-capitalist economic systems. Students will explore the "boom and bust" cycle from both Keynesian and Marxist points of view, and will briefly examine the issues of underdevelopment and international trade from the neoclassical and Marxist points of view. This course fulfills the social science requirement.

Prerequisites: English Composition I (ENG 101)

SSI 223 - URBAN ECONOMICS**3 CREDITS**

Students enrolled in this course will examine problems of urban economics, such as poverty, discrimination, housing, education, health, transportation, and crime, using Boston (especially the Roxbury and Dorchester neighborhoods) as a case study. Additional topics include a brief overview of urban location theory and an examination of conservative, liberal, radical, and Black Nationalist economic theories in relation to the identification and solution of economic problems. The issues and problems of specific topics such as housing will be explored in class.

SSI 290 - HONORS COLLOQUIUM**3 CREDITS**

Honors Colloquium with Social Science content.

Prerequisites: English Composition I (ENG 101); in honors program.

TECHNOLOGY (TEC)**TEC 121 - INTRODUCTION TO ENGINEERING DESIGN I/AUTOCAD****4 CREDITS**

This course is designed to equip students with the basic drafting skills required to represent solid (three dimensional) objects. AutoCAD along with free hand sketching will be utilized to help students gain skills needed to produce and create technical drawings. The orthographic method will be the primary system used to show shape descriptions of objects. Topics include geometric constructions, drawing layouts, pictorials and dimensioning. Students will develop their powers of observation; enhance their ability to express ideas visually, as well as fundamental skills required for more advanced drafting courses.

Prerequisites: Pre-Calculus (MAT 103) or Placement

TEC 122 - ENGINEERING DESIGN II**4 CREDITS**

The latest version of AutoCAD is used to provide practical experiences in solving drafting design problems. Students will gain an understanding of the newer features, limitations, and enhanced productivity associated with the operation of a micro-based computer aided drafting and design system (CAD). AutoCAD software is the focus of this course. Students will use the computer to produce a variety of simple and moderately complex technical drawings. Students will learn to create multi-view drawings, manage files and plot finished drawings.

Prerequisites: Intro Engnr. Design I/AutoCAD (TEC 121)



COLLEGE OFFICIALS

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President

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Vice President, Academic Affairs

Dr. Stephanie C. Janey
Vice President, Enrollment Management and Student Affairs

Mr. Chuks Okoli
Vice President, Administration and Finance

Mr. Patrick Jean-Louis
Chief Information Technology Officer

Mr. P. Paul Alexander
Chief Human Resources and Affirmative Action Officer

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Associate Dean of Academic Affairs

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Dean of Health Sciences

Ms. Jenene Cook
Dean of Instructional Technology

Dr. Tala Khudairi
Dean of Science, Technology, Engineering & Math (S.T.E.M.)

Mr. Mark Lawrence
Library Director

Mr. Morisset St. Preux
Assistant Dean of Division of Continuing Education

Dr. Nancy Teel
Dean of Liberal Arts and Professional Studies

Mr. Michael Walker
Dean for Institutional Research & Planning

ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS:

Mr. Charles Diggs
Dean of Enrollment Management and Student Affairs

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Mr. Robert Fleming

Ms. Deborah Hughes

Ms. Myran Parker-Brass

Mr. Wayne Procope

Ms. Ramona Salas

Ms. Naomi Thompson, Esquire

LOCATIONS AND PHONE NUMBERS

<u>Department</u>	<u>Location</u>	<u>(617) Phone Number</u>	<u>Ext.</u>
Main Number	1234 Columbus Avenue	427-0060	
Academic Affairs	301 Administration Building	541-5304	
Academic Advising	219 Academic Building	541-5327	
Administration & Finance	210 Administration Building	541-5339	
Assessment & Testing	102 Student Center	708-3626	
Athletics	Reggie Lewis Track	541-3535	
Bookstore	111 Academic Building	442-8150	
Business Office	213 Administration Building	541-5321	
Campus Security	109 Academic Building	541-5338	
Career Development	207 Academic Building	933-7455	
Continuing Education	106 Academic Building	541-5306	
Corporate & Community Education	101 Administration Building	933-7490	
Dean for Academic Technologies	207 Academic Building	933-7439	
Dean of Enrollment Management	102 Administration Building	933-7412	
Dean of Institutional Research & Planning	311 Administration Building	541-5373	
Dean of Health Science	300 Student Center Building	427-0060	x5217
Dean of Liberal Arts and Professional Studies	301 Academic Building	427-0060	x5177
Dean of Science, Technology, Engineering & Math	401 Academic Building	541-5362	
Dean of Student Success	207 Academic Building	933-7450	
Development & Alumni Affairs	306 Administration Building	541-5394	
Disability Services	207 Academic Building	708-3562	
Early Childhood Education	353 Academic Building	708-3581	
English	301 Academic Building	541-5314	
Enrollment Center	102 Administration Building		
<i>Admissions</i>		541-5310	
<i>Registrar</i>		541-5320	
Enrollment Management/Student Affairs	202 Administration Building	541-5303	
ESOL	201 Academic Building	541-5311	
Financial Aid Office	201 Administration Building	541-5322	
GED	102 Student Center	708-3628	
Health Sciences	311 Student Center Building	708-3800	
Health Services	313 Student Center Building	427-0060	x5030
Humanities	353 Academic Building	541-5314	
Information Technology	333 Academic Building	427-0060	x5555
Internship and Tech Prep	219 Academic Building	933-7434	
Library	211 Academic Building	541-5323	
Media Arts Center	Media Arts Building	541-5380	
Office of Student Life and Student Engagement	353 Academic Building	541-5332	
Reggie Lewis Track & Athletic Center	1350 Tremont Street	541-3535	
Science, Technology, Engineering & Math (STEM)	401 Academic Building	541-5317	
Student Government Association	353 Academic Building	427-0060	x5332
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